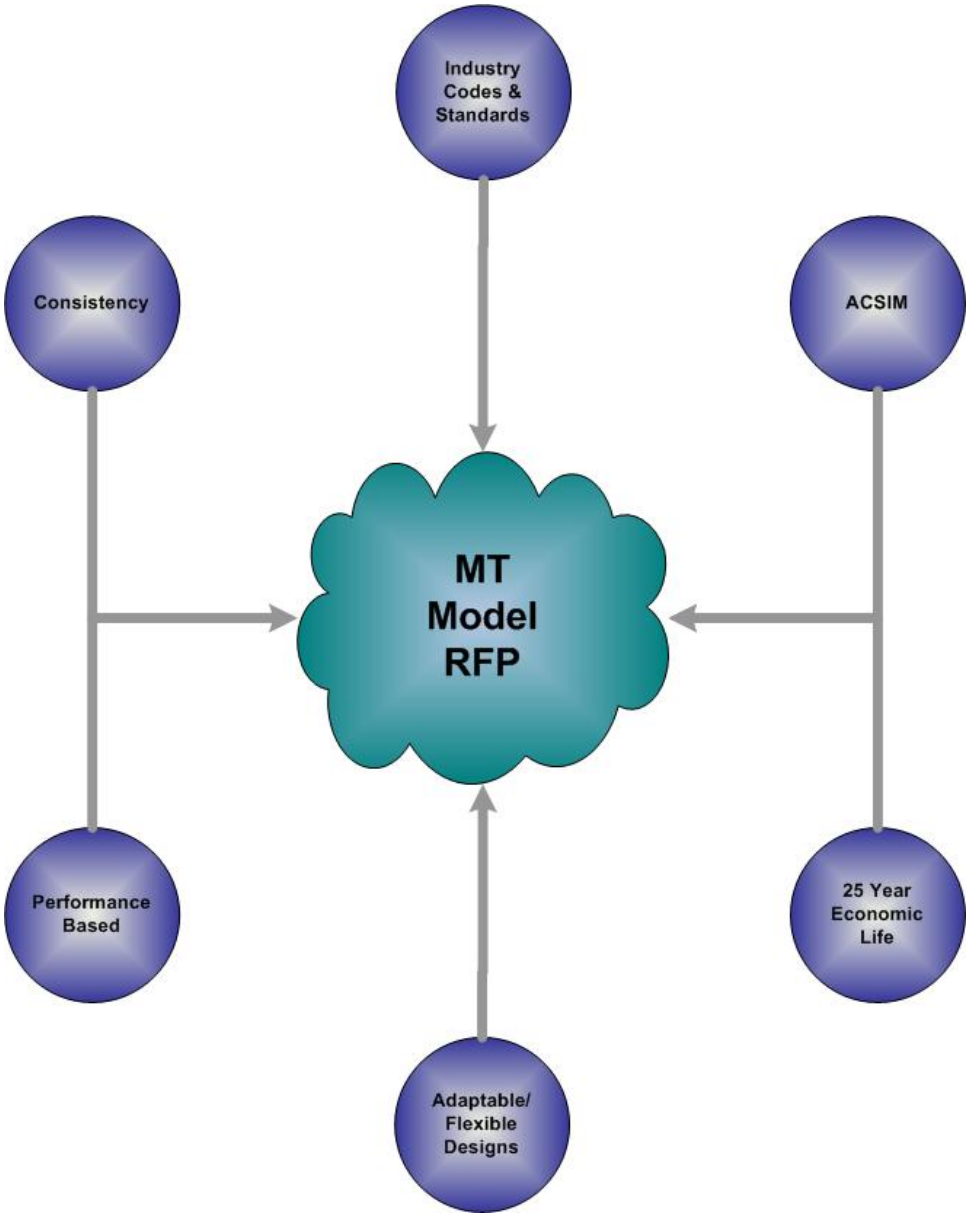
# MILCON TRANSFORMATION

US Army Corps of Engineers®

# MT MODEL RFP IMPLEMENTATION GUIDE




## GUIDE (VERSION 2.5)

**REVISED: 1 JUNE 2007**

# Table of Contents

# 1 – RFP Intent

# 1.0 RFP Intent

The purpose of the Implementation Guide is to provide mandatory guidance for developing the "Request For Proposal" documents for all Transformation BCT Single Award MILCON projects utilizing the Model RFP. Additionally, the guide provides background information on MILCON Transformation, Information on Type of Construction, Program Intent, Implementation Do's and Don'ts, and Planned Path Forward. The entire PDT should be familiar with this guide and the information within it should be shared with the Installation. It is extremely important that all PDT members understand the intent in order to make decisions that will meet the Army's mandates. Additionally, this document gives valuable insight on intent that MUST be conveyed at all interactions with potential proposers and customers.

## 1.1 Background

The U.S. Army Corps of Engineers is facing a number of organizational, programmatic, and project level issues that will require a change to the way we operate today. The Corps is looking at issues coming from six major Army initiatives:

1. Army Transformation
2. Army Modular Force - the reorganization of the Army, as a whole, to a more mobile and modular force;
3. Global Posturing Initiative / Integrated Global Positioning and Basing Strategy - re-stationing and shifting of tens of thousands of U.S. troops both domestically and abroad;
4. Base Realignment and Closure (BRAC) - the closing and shifting of existing bases to support all of this change.
5. Global War on Terrorism
6. USACE 2012 Implementation – Aligning the Corps for success in the 21st Century

The need for change is immediate. Actions were initiated in FY05 to reconfigure the Army and to start shifting forces back to the U.S. BRAC will begin implementation in FY06. These activities are generating a large, immediate demand for facilities to support the Army's changing needs.

The Assistant Chief of Staff for Installation Management (ACSIM) knows funding commensurate with the demand for facilities will be challenging. Changes are required to design and construction criteria in order to reduce the cost of individual facilities to thus allow the procurement of more facilities.

**To satisfy our customer, ACSIM, we must change the way we deliver projects. Business as usual will not achieve acceptable results.**

ACSIM and USACE have identified concerns regarding execution on time and within budget. While there may be project exceptions or even District exceptions, overall, our track record has not met our customer's expectations. These new demands facing the Army have exacerbated the challenges we face and the associated concerns.

## 1.2 Department of Army's Requirements for MILCON Transformation

The Army has mandated the following requirements relative to the MILCON Transformation program:

1. Construct +/- $40 billion worth of facilities over the next six years
2. Begin construction (turn dirt) within the year of the appropriation
3. Complete construction within 18 months of contract award
4. Use best-value design build as the acquisition strategy
5. Maximize the use of industry standards, codes, and practices
6. Achieve an average of 20% cost reduction in the facility cost over traditional Corps design/construction/procurement methods. When combined with site costs, the overall expected project savings is currently 15%.
7. Achieve a level of quality that will provide a functional and useful life over a 25 year period without the need for major repairs or renovation. It is the Army's expectation that these facilities will have to be recapitalized for reuse/repurpose sometime in the end of the project's 25-year life due to the constant change in mission requirements. ACSIM has also committed to pursue full funding of O&M to alleviate the Installation's concerns that have driven many of the robust design requirements in these military projects.

## 1.3 Time, Cost, Quality and the Search for True Value

To prioritize the three: time, cost, and quality, with respect to the Army's initiatives, time is number one. Next is cost, and last is quality. The objective is to obtain the maximum level of quality within the ambitious budget and schedule.

The time constraints will be absolute. The Army needs facilities when troops show up, so current ambitious schedules are dictated by the Army's need for facilities faster. With regard to cost, in the past, we have seen project budgets grow throughout design, with the thinking that reprogramming will bring additional funding, or that bids will come in less than the engineer's estimate. This is very risky thinking, and has not always proven to be the case. With our global commitments as they are, military spending is being scrutinized and additional funding is simply not available. The cost avoidance that is to be realized (approx. 15%) has already been harvested from current budgets to provide funding for additional facilities. Quality, as we have come to define it, could be viewed as being less than that defined by our former paradigm, and this will conflict with our culture if necessary steps are not taken to inform and change the culture of USACE, our customers, and our contractors. The goal on quality is to provide the most durable, maintainable, and life cycle cost effective materials and systems within the allowed budget. Simply put, we must put the quality where we need it, where we can see it and use it. Given the parameters in order of preference, the Army needs facility that provide mission support through functional and operational requirements; the Army needs to maximize the scope it can put on the ground; and the Army needs to act in the most time efficient, and cost effective way to accomplish these tasks.

This brings us to the connection between quality and value. Providing the best quality is almost always a poor value decision, unless the best quality is absolutely necessary for success of the mission. Usually, the best value is achieved with a less than best quality. This does not

necessarily mean poor quality. Usually the best value occurs when a solution provides reasonably good quality at a good price. We need to set our sights on obtaining value-based solutions with respect to the time and money available while maximizing the resources spent the quality in areas where it is needed most.

The Time goals will be met by establishing an aggressive maximum contract duration at the beginning; by streamlining the contract execution procedures to allow fast tracking and provide for expedited review actions; by offering additional credit for a shorter proposed contract duration by the Offerors.

The Cost goals will be achieved by taking the 15% reduction in cost over the existing design criteria and USACE processes up front in the programming; by establishing the cost limitation in the RFP; by allowing faster contract execution and by allowing the Offerors maximum flexibility in meeting the cost limitation.

With Time and Cost goals essentially met, Quality is the remaining variable. The primary factor in the competition is to maximize quality within the time and cost restraints realized in the RFP. Thus, the quality factors are the most important in the competitive source selection, without eliminating the possibility of further cost and schedule gains. Quality is the most important, contract duration is the next most important and cost is the least important, as long as cost does not exceed the cost limitation established in the RFP.

## 1.4 U.S. Army Corp of Engineers' MILCON Transformation

As the Army's engineering and construction arm and to meet ACSIM's needs, we must transform the way we do business to meet this unprecedented demand on resources. In particular, we have had to redefine the way we deliver projects; from project procurement to customer care. We must shed some of our past ways of doing business to become a more flexible and agile service agent to the Army. These changes will allow us to provide facilities in a more cost effective and time efficient manner than we have traditionally done.

From extensive analysis done between 1999 and 2004, we have concluded that the private sector model for project delivery can give us the tools and techniques to achieve significant cost and time savings over our conventional military project delivery model.

It is important for us to recognize that most military facility projects are not functionally different from private sector projects. For example; the following project types are typical both in the military and the private sector, dining/eating facilities, office space, warehouses, housing, apartments, dormitories, maintenance facilities, medical facilities, storage, fueling facilities, roads, railroads, and aircraft facilities. Even a tank maintenance facility is not much different from a maintenance facility for heavy-duty off-road earth moving equipment. The singular uniqueness of military facilities is primarily restricted to weapons, armaments, and munitions, and even then, the facilities built to house and maintain these unique systems are not different, in many respects, to facilities built and used in the private sector.

Figure 1 through Figure 3 illustrates the basis and intent of the MILCON Transformation effort. These diagrams show the basic functions that must be accomplished in order to achieve the mission and the functional approach to accomplishing those basic functions. It is anticipated that there will be a progression over time from a design build approach, with limited to no bridging documents, to ultimately transitioning back to more definitive standards. This allows the Corps to tap into the innovation of the contractor in the near term; learn about new

techniques, materials, and efficiencies; and ultimately use lessons learned to develop new standards. These new standards can be used as bridging documents in future RFPs for design-build or as the basis for design using conventional design-bid-build.

### 1.4.1 No longer business as usual – tragedy of the commons

[1]Ecologist Garrett Hardin's "tragedy of the commons" has proven a useful concept for understanding how we have come to be at the brink of numerous environmental catastrophes. This concept can be used to describe the effects of MILCON Transformation execution (i.e., preferences, etc.) if executed on the eaches versus the program-wide execution. In Hardin's paper, people face a dangerous situation created not by outside forces but by the apparently appropriate and innocent behaviors of many individuals acting alone.

Hardin's parable involves a pasture "open to all." He asks us to imagine the grazing of animals on a common ground. Individuals are motivated to add to their flocks to increase personal wealth. Yet, every animal added to the total degrades the commons a small amount. Although the degradation for each additional animal is small relative to the gain in wealth for the owner, if all owners follow this pattern the commons will ultimately be destroyed. And, being rational actors, each owner adds to their flock. Therein is the tragedy. Each man is locked into a system that compels him to increase his herd without limit - in a world that is limited. Ruin is the destination toward which all men rush, each pursuing his own interest in a society that believes in the freedom of the commons. (Hardin, 1968)

Simply stated, we face a serious dilemma - an instance where individual rational behavior (i.e., acting without restraint to maximize personal short-term gain) can cause long-range harm to the environment, others, and ultimately oneself. While the Corps continues to support our Installation customer's needs by providing the best possible products, individual project deviations will affect the "Commons" in achieving the overall MILCON Transformation goals.

## 1.5 What will be different?

The transformation from the traditional (old) model to the private sector (new) model requires changing six key philosophies:

1 De Young, R. (1999) Tragedy of the Commons. In D. E. Alexander and R. W. Fairbridge [Eds.] Encyclopedia of Environmental Science. Hingham, MA: Kluwer Academic Publishers.

| Old Model | | New Model | | Why |
|---|---|---|---|---|
| Design-Bid-Build |  | Design –Build |  | Reduced Cost & Time |
| Prescriptive Based |  | Performance Based |  | Reduced Cost & Time, increase Quality through flexibility. |
| Military Standards & Criteria |  | Industry Codes & Standards |  | Reduced Cost & Time, increase Quality through flexibility. |
| Rigid/Fixed Designs |  | Adaptable/Flexible Designs |  | Reduced Cost & Time, increase Quality through flexibility. |
| 50-year economic life |  | 25-year economic life |  | Reduced Cost, Places Quality where it is needed most. |
| Prescriptive Installation Influence |  | Installation Influence through Architectural Theme |  | Reduced Cost & Time |
| Inconsistent Contract Requirements |  | Consistent Contract Requirements |  | Reduced Cost & Time |

### 1.5.1 Design-Build

The Corps and ACSIM have concluded that design-build is realistically the only way to effectively meet the time constraints associated with the Army's initiative. Our experience in design-build has traditionally been more closely aligned to traditional design-bid-build than the design-build approach used in the private sector. The private sector approach allows construction to commence before full detailing of the drawings is complete. In our traditional design build approach, full (100%) drawings must be completed, submitted and accepted prior to commencement of construction.

## 1.5.2 Performance-Based

The private sector RFP is very performance based. In this manner the contractor is only told what the facility must do (performance criteria), not how to do it (prescriptive). This leaves creativity and innovation open to the contractor – thus allowing for greater cost and time savings. Additionally, it allows for the contractor to make decisions regarding materials and methods given the current economic climate.

## 1.5.3 Industry Codes & Standards

Military design criteria have been developed to reduce risk, beyond levels accepted nationally by state, local, other public, and private sector owners. These nationally accepted criteria have been formalized with codes and standards of practice that address appropriate quality and risk management.

**Arm yourself now with knowledge of industry practices and codes. Training courses can be found at:**

**http://www.iccsafe.org/training/**

There is a perception that Industry Standards define the bare minimum quality. It is true that Industry Standards do define a minimum, but that is a minimum required to do a satisfactory job. In addition, the Industry Standards can be used to not only describe the acceptable minimum, but can also describe any higher level of quality desired. Much of our concern about Industry Standards stems from an understandable fear of the unknown. Over time, you will become as familiar with the standards, criteria, and specifications used throughout the private sector as you are with the military sector today.

## 1.5.4 Type of Construction

Based on the results of the Barracks Mid-Program Review, Engineering Circular (EC 1110-1-92) was issued on 21 Jun 2000 to allow use of any type of construction allowed by the Uniform Building Code. Up to this point, Mil Handbook 1008c required all construction to be Type II, non combustible. The recommended criteria change authorized Army construction projects to be of any construction type as long as they complied with Uniform Building Code requirements construction type used. This criteria change was to begin to align military construction and thus costs significantly closer to private sector construction practices and costs. This EC has since been incorporated into the UFC for Fire Protection. The intent was for the designers to use this flexibility to start their analysis of the project design at the least restrictive type of construction allowed by the code for a particular occupancy, rather than the most restrictive.

The types of construction typically used are listed below:

- Type I: Construction is non-combustible, built from concrete, masonry and/or steel, and is used when substantial fire protection hourly ratings (4 to 2 hours) are required. All components in a Type I assembly (light fixtures, electrical, mechanical, etc) must be rated to be in a noncombustible enclosure. Materials must be noncombustible. Type I has no height or area limitations for most building occupancies.

- Type II: Same as Type I above except Type II requires 3 and 2-hour fire protection ratings of major assemblies (i.e., Walls, Roofs, etc). Materials must still be noncombustible. Interior walls and permanent partitions shall be of noncombustible construction. Type II has height or area limitations identified for all building occupancies.

- Type III: Has exterior walls of noncombustible construction material, usually masonry or concrete; interior columns, beams floors and roofs can be constructed of any material allowed by the code.

- Type IV- HT: Heavy Timber Construction. Achieves its fire resistance from the large size of the timber members used to frame it (not less than 8" in any dimension). Exterior walls must be noncombustible.

- Type V: Can be constructed of any material allowed by the code (Concrete, Steel, Light Gauge Metal, Wood, FRT Wood, Masonry, etc). All components in a Type V assembly (light fixtures, electrical, mechanical, etc) are not required to have special fire ratings above that required of the completed assembly.

Note: As the type of construction becomes less restrictive, the cost of construction decreases. Generally, you want to use the lowest type of construction (highest number) the code allows for the required occupancy (Architects Portable Handbook, 2004).

Type V is the lowest level allowed by the code and the least restrictive when it comes to material and methods flexibility. With material and labor markets being fluid, this flexibility is critical to allowing contractors to arrive at the most economical solutions. While Type V is typically associated with wood construction, it is more closely aligned with composite type construction due to its allowance of all materials and methods. Typically the best solutions are achieved when combining different materials for major assemblies (wall-floor- roof). This also allows for the greatest flexibility for contractors with regard to labor availability and adoption of innovative techniques like panelization, modular construction, and other factory built techniques.

When entering discussions of Type V construction, the second perception is that it is not just wood) is achieved by changing the structure to wood. The structure is approximately 15% of the overall typical construction costs, so how could it save us so much more by going Type V? The answer is, in the systems. When you build a Type I or II building, the materials and components are required to be noncombustible. As such all of the components that go into those assemblies are required to be rated to be in a noncombustible assembly. An example is with electrical. In a Type II building the wire must be run in conduit, where in Type V, non-metalic cable (i.e., Romex) is permitted. The light fixtures and outlet boxes must also be rated. The HVAC penetrations are more sophisticated, the finishes have higher ratings, etc. The major cost areas of concern are typically seen (after the structure) in the mechanical, electrical, plumbing, etc. With the goal of life safety in mind, Type V with full sprinkler system in the building provides for the protection level required for almost all of the buildings within the MILCON program, at the most economical cost.

Industry has been studying the longevity of materials for sometime in search of solid data for owners to base replacement reserve studies and development investment studies that minimize their life cycle cost, not just their first cost. One such group is lead by the National Association of Home Builders (NAHB) Research Council, which posts data on expected life of construction materials, appliances, and equipment. This data was used as the baseline for an analysis on the Army's Barracks program to see which major systems we should be focusing our efforts on getting greater efficiencies on. The study revealed that the structures of buildings were the least important factor to owners over life cycle due to its long life (approximately 100 years regardless of materials). This confirmed the assumptions from our previous type of construction studies, where the most economical systems use the lowest type of construction allowed by the code.

The data did indicate that there was a higher concern in the areas of interior and exterior finishes, and major systems. So this is where we focused our efforts.

In 2003, the ACSIM (FDH) contracted with NAHB to perform an O&M study. The study compares the Life Cycle Costs of two barracks projects built using alternative construction methods. One set of barracks, located at Fort Detrick, Maryland, was constructed using traditional barracks approach - masonry and steel framing. The other set of buildings, located at Fort George G. Meade, Maryland, was built using light wood-frame construction, typically associated with private sector apartment construction. The purpose of the study was to assess the nature of cost differences between the two approaches. For the purpose of this study, the costs were assumed to consist of the initial cost of construction, subsequent maintenance and repair costs throughout the next forty years of the life of the buildings and any salvage costs at the conclusion of the forty years. The end result was that the Ft Meade project O&M costs were actually lower than that of our typical type of construction (Ft Detrick) in this study.

In an additional study on similar occupancies to the Tier I facilities, data from the Whitestone Building Maintenance and Repair (M&R) Cost Reference 2001, 6th Annual Edition shows a good trend analysis of what areas of M&R we should focus our evaluation criteria on in the RFP's in the future. The data focuses over 30% of expenditures over a 50 year period on Interior and exterior finishes, approx 48% on M-E-P, 4% on roofing (typically due to flat roofs), 1% on fire protection, and 0% on structure. As a result, the evaluation criteria in the RFP focus the highest on the quality (life cycle cost, maintainability, durability, etc) of materials and systems selected.

### 1.5.5 Economic Life

Using the 25-year economic design, it is probable that some of the mechanical and electrical systems will consume more energy and/or require more routine/preventative maintenance than the more robust systems currently being designed for the 40-50 year life. However, remember that if an accurate life cycle cost analysis is done, this additional O&M cost will be offset by a reduced first cost. The reason that the installations would prefer to minimize O&M at the expense of an increased capital first cost, is that they can obtain funding for the capital expense more assuredly than operational and maintenance funding. ACSIM understands that their past funding practices have driven this concern by the installations and have committed to provide the appropriate funding to support the (increased) O&M.

Our tradition has been to build robust structures that are durable enough to be "soldier proof" The problem is that while durable, they are not economically adaptable to new systems, functions or missions such as new technology, wiring, tempest shielding, air conditioning, etc.

### 1.5.6 Corps Customer Care Model

Nearly 20 years ago, we were being severely criticized for not adequately addressing our customers' concerns and desires. Assistant Secretary to the Army, Robert Page, implemented a new customer care model that was based on his knowledge and experience as a program manager for a major consulting company. This new model made the Installation the customer of the Corps District and instilled the motto that "the customer is always right". This has created an expectation that the PDTs need to do everything within their power to accommodate more than just the needs of the Installation but also their wants and desires.

Therefore, Installations now mandate the project criteria and functional attributes. The Installations have developed their own specific standards and criteria, which can, and often are,

in conflict with Corps/Army guidance. Further, they are often well in excess of conventional industry practices. The Installations feel their requirements are more than simply wants but that they are essential for meeting their mission. In particular, the criterion drives design decisions on architectural appearance and items that affect long term maintenance and operations costs.

Our old customer care model has put us in a compromising position to meet the Installation's requirements and to also keep the project within the ever-tightening budget constraints.

The new customer care model recognizes ACSIM as our primary customer. We have to meet ACSIM's budget and schedule constraints as well as facility design requirements before addressing the Installation's preferences. We will do our best to satisfy our Installation customer consistent with the Department of the Army's requirements as communicated by ACSIM. The best response, is to inform our customers throughout the process so they can see that the goals are consistent and the result will be as well.

### 1.5.7 Consistency Is Essential

Industry forums were held throughout the US where the primary frustration expressed by contractors was the inconsistency throughout the Corps, even for similar projects within the same district. In order to create as much consistency as possible, criteria for all facilities and site improvements, as well as solicitation and contract requirements have been developed and are provided by the Model Request for Proposal (RFP). The RFP criteria in Statement of Work (SOW), Section 01010, are divided into three parts- functional, technical, and site specific. The functional and technical requirements are established by Headquarters- USACE and cannot be modified by the executing Division/District. These criteria are provided in paragraphs 1 and 3 (functional) and paragraph 4-5 (technical). Establishing mandatory SOW criteria provides design criteria consistency and uniformity for the entire program. Paragraph 3, Functional & Operational criteria, is not simply a placeholder for the Army Standard or Standard Design. It is more inline with an architectural program or translation of the standard criteria into a biddable execution package. This includes functional and space adjacencies, narrative facility specific criteria, and concept of operations. Paragraph 6 includes site specific requirements. The "site specific" and "installation specific" part of the SOW is to be modified by the executing Division/District. Site specific and installation specific items include:

- Geotechnical Reports
- Existing Infrastructure developments
- Site location
- Installation aesthetics desired
- Special environmental requirements
- Special vehicle access
- Acceptable construction staging locations
- Specific terrorism or other security threats
- As-built drawings of existing utilities and other facilities
- Installation permit processing

- Real Estate, Contracting, Engineering/Construction, Project and Program Management and other Divisions within the District will be required to provide project specific information

# 1.6 How will the end product be different?

## 1.6.1 Quality

Quality is paramount to the Corps. This has resulted in excessive cost for marginal benefit over a less costly alternative. As discussed above, quality is really a measure of performance and performance is a measure of function. What we find in many cases is that quality is being provided that exceeds what is functionally required. This results in poor value. This concept is illustrated in the diagram below.

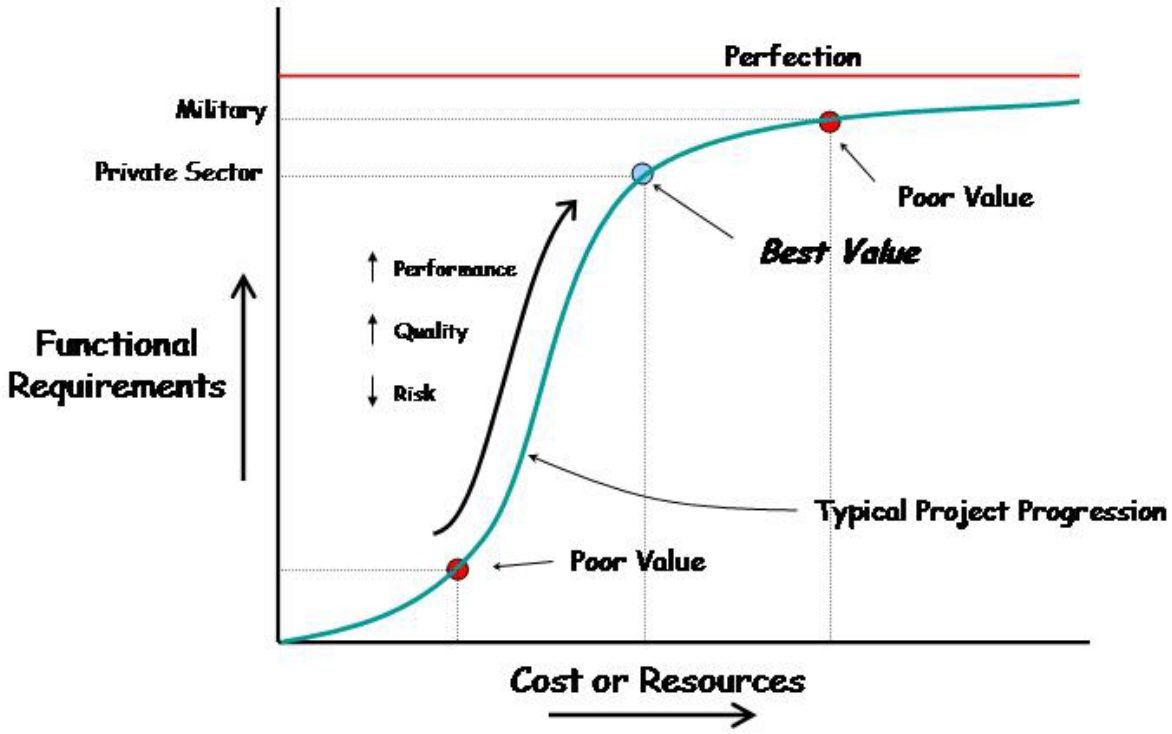
## 1.6.2 Cheaper or Better Value?

You may have heard the phrase “Better, Faster, Cheaper”. The word "Cheaper" is a poor choice of words and does not truly reflect our intent. For many, it has a connotation of sacrificing quality for the sake of saving money. What we should be saying is "More Economical" or “Better Value”. We are looking for ways to make the projects more economical in both design and construction. The objective of “Cheaper” is really to increase value. What we want is to achieve a better balance of function with its related cost.

$$Value \cong \frac{Function}{Cost}$$

In the above expression, function must achieve the minimum performance requirements (for example, quality) by the owner. Note that increases in cost actually lower the value unless there is an equal or greater corresponding increase in function.

If cost is reduced with a corresponding reduction in function below the minimum performance requirements then value is reduced. This is the perception most people have of the term “Cheaper”.




The goal with the Model RFP is to achieve a better value for the Army.

## 1.7 RFP Wizard

The purpose of the Wizard is to provide a way to meet all mandatory guidelines for developing the "Request For Proposal" documents for all MILCON projects utilizing the Model RFP.

Remember SPS is still mandatory for sections 00100 through 00800. The wizard will help in developing these sections by "filling in the blanks" and saving in a rich text format for cutting and pasting into the SPS system

*For more information on the development and use of the Model RFP and the Wizard see the following:*

- MT Model RFP Implementation Guide
    - Chapter 5 Solicitation Development Guidance
    - Chapter 6 RFP Overview
    - Chapter 8 Change Instructions
- MT Model RFP Evaluation Guide
- MT Model RFP Field Execution Guide
- Summary of Revisions Current
- Sample complete RFP using most recent model

### 1.7.1 Background

"Wizards" are software components that operate on a discrete design task by taking criteria and user input in order to create or manipulate a building and criteria model rapidly, according to recognized practices. A Wizard is defined as: "A module of software that represents a discreet design task within a particular context, typically characterized by a sequential series of questions and options from which codified design logic and criteria are used to create or modify a solution."

### 1.7.2 Approach

The tool provides a standardized approach to developing an RFP, captures the items that vary from one project and facility type to another, ensures that the RFP preparer touches on all the critical components of the RFP, provides the 'check list' that everything was considered in the development of the RFP, documents the decisions made, and finally, creates the RFP Scope of Work document (rft & .pdf) and puts it in the approved template format.

### 1.7.3 Benefits

- Due to volume of work as a result of MT, the wizard helps in speeding up the process of compiling the overall RFP both from a contracting standpoint and a project management perspective.
- Ensures consistency throughout the CORPS in the delivery, format and content of all Design-Build RFPs.
- Ensures that changes to overall Corps policies regarding Design and Construction are distributed nationwide in a timely fashion as the update is done only once.
- Similar to the concept of modifying Specs for projects. Do it once and then modify as necessary for the next project at the Installation.
- Provides real-time lessons learned and the incorporation of those lessons quickly to the overall Model.
- Allows for the use with all Facility Types not just the Tier 1 facilities.
- Speeds up process for modifying model for ID/IQ solicitations.
- Will provide capability for generating amendments for each section. (by April)

### 1.7.4 Instructions

See section 7.0 for guidance on using the wizard.

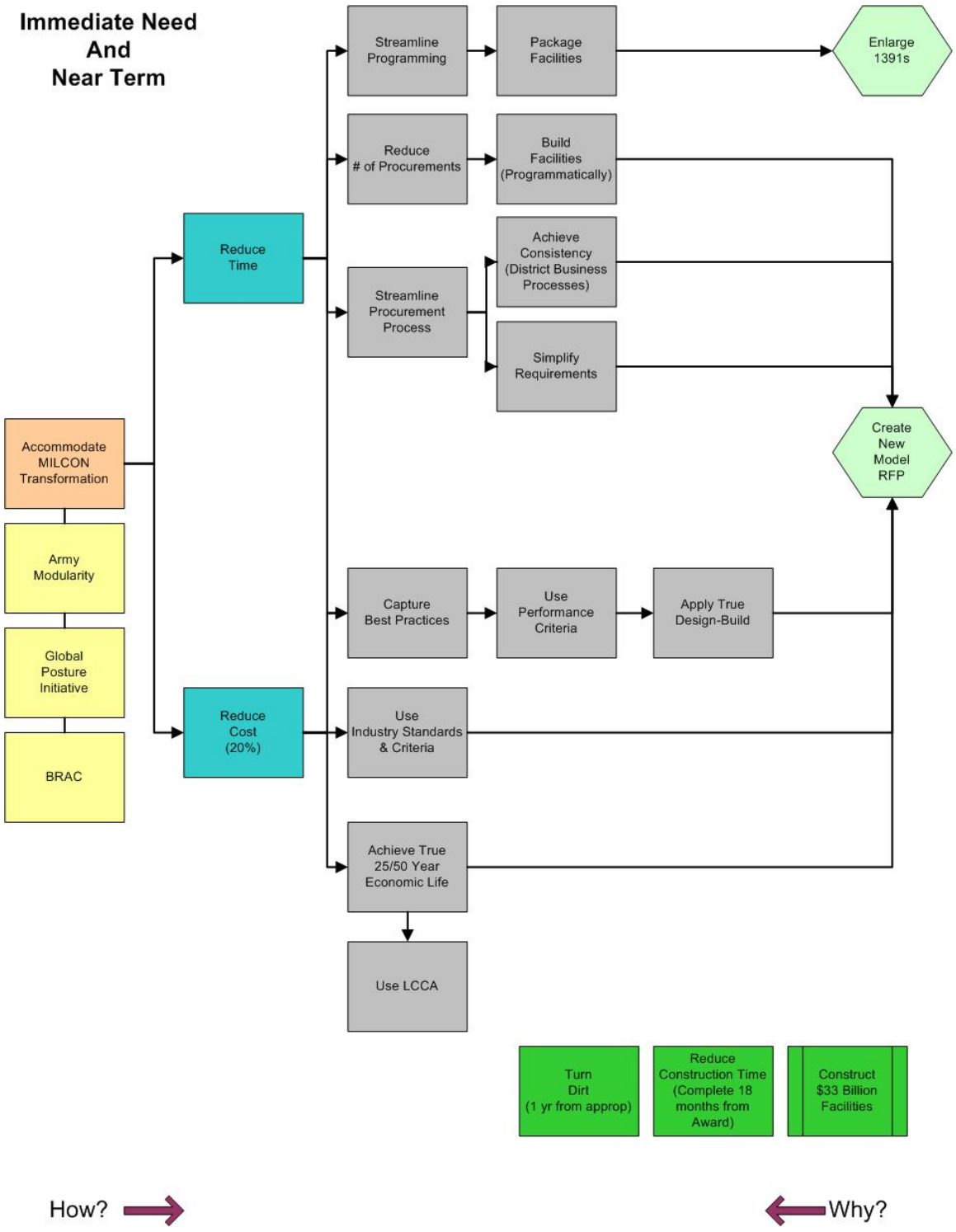

Immediate Need
And
Near Term
Streamline Programming
Package Facilities
Enlarge 1391s
Reduce # of Procurements
Build Facilities (Programmatically)
Reduce Time
Achieve Consistency (District Business Processes)
Streamline Procurement Process
Simplify Requirements
Create New Model RFP
Accommodate MILCON Transformation
Army Modularity
Global Posture Initiative
BRAC
Capture Best Practices
Use Performance Criteria
Apply True Design-Build
Reduce Cost (20%)
Use Industry Standards & Criteria
Achieve True 25/50 Year Economic Life
Use LCCA
Turn Dirt (1 yr from approp)
Reduce Construction Time (Complete 18 months from Award)
Construct $33 Billion Facilities
How?
Why?

**Figure 1-1**

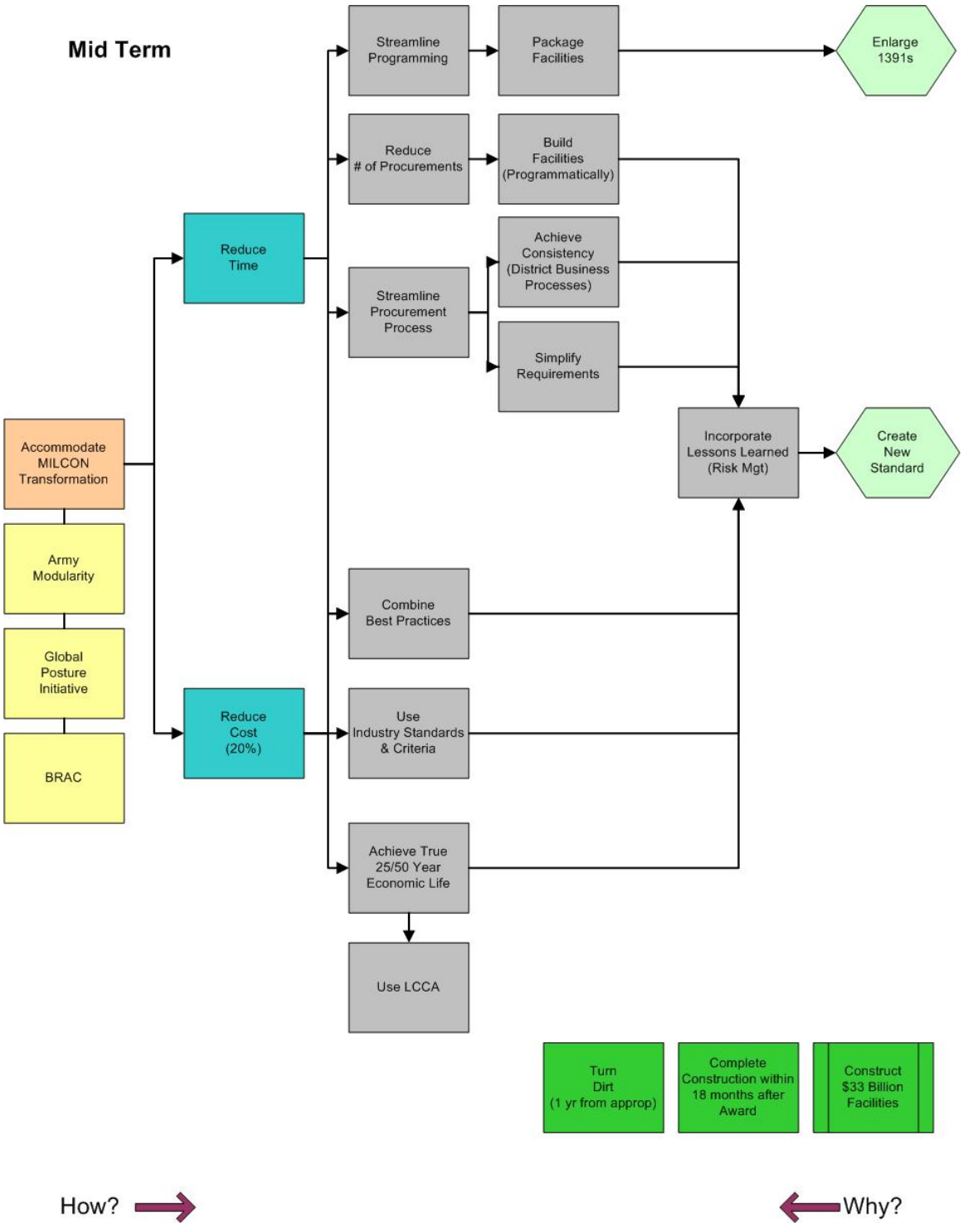

Mid Term
Streamline Programming
Package Facilities
Enlarge 1391s
Reduce # of Procurements
Build Facilities (Programmatically)
Reduce Time
Achieve Consistency (District Business Processes)
Streamline Procurement Process
Simplify Requirements
Incorporate Lessons Learned (Risk Mgt)
Create New Standard
Accommodate MILCON Transformation
Army Modularity
Global Posture Initiative
BRAC
Combine Best Practices
Reduce Cost (20%)
Use Industry Standards & Criteria
Achieve True 25/50 Year Economic Life
Use LCCA
Turn Dirt (1 yr from approp)
Complete Construction within 18 months after Award
Construct $33 Billion Facilities
How?
Why?

**Figure 1-2**

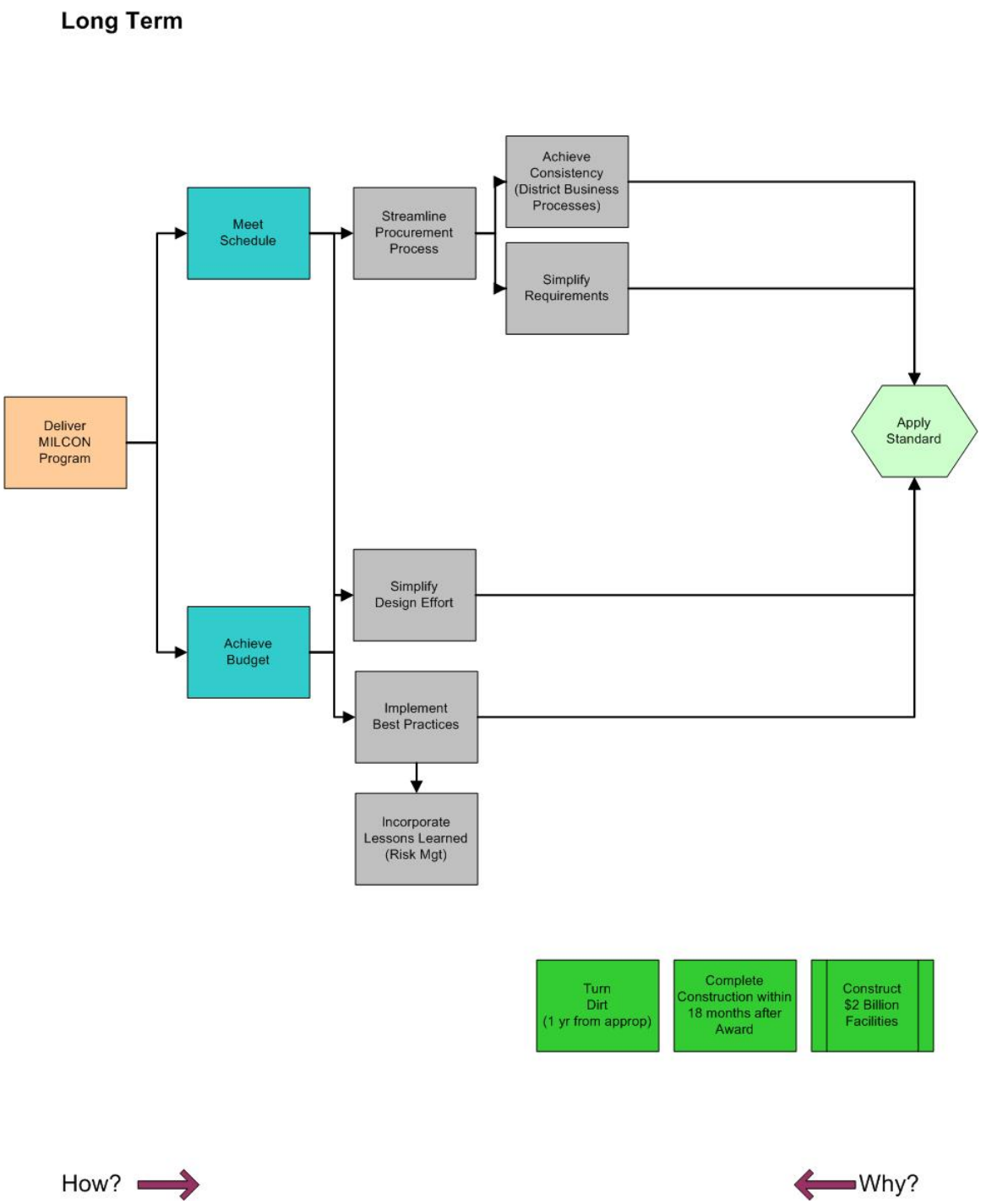

Long Term
Achieve Consistency (District Business Processes)
Meet Schedule
Streamline Procurement Process
Simplify Requirements
Deliver MILCON Program
Apply Standard
Simplify Design Effort
Achieve Budget
Implement Best Practices
Incorporate Lessons Learned (Risk Mgt)
Turn Dirt (1 yr from approp)
Complete Construction within 18 months after Award
Construct $2 Billion Facilities
How?
Why?

**Figure 1-3**

# 2.0 Contract Line Item Schedule

## 2.1 Items in the Contract Line Item (CLIN) Schedule

### 2.1.1 Base Offer

The Base Offer consists of itemized costs for design, site work, construction costs, and furniture, fixtures and equipment (FF&E). The CLIN Schedule must be designed as simply as possible while capturing essential components of the design-build project. Design and site work are generally single line items for the entire contract, except when costs must be broken out due to separate funding or authorization documents. The construction cost and FF&E cost for each facility type, including ancillary facilities, other than UEPH, COF, BN/BD HQ, EPDF and TEMF, shall be on separate line items.

### 2.1.2 Options

In general, there should not be optional items. Options that may be desirable could include unit costs for site work or ancillary items. Elements of the project scope required by the DD1391 shall not be options.

### 2.1.3 Contract Duration

The contract duration will be established as the number of calendar days after the Notice to Proceed as proposed by the contractor in the accepted proposal not to exceed 540 calendar days for all MILCON Transformation projects, regardless of how many facility types are constructed under the contract. See guidance for Section 00800 for additional information.

## 2.2 Notes for CLIN Schedule

1. To better facilitate the receipt and proposal process, all modifications to proposals are to be submitted on copies of the latest Contract Line Item (CLIN) schedules as published in the solicitation or the latest amendment thereto. In lieu of indicating additions/deductions to line items, all Offerors should state their revised prices for each item.

2. Offerors must insert a price on all numbered items of the CLIN Schedule. Failure to do so may result in the offer being unacceptable.

3. Not Used.

4. CONDITIONS GOVERNING EVALUATION OF OFFERS AND AWARD OF CONTRACTS: The Government may require the delivery of the numbered line items, identified in the schedule as option items, in the quantity and at the price stated in the schedule. Subject to the availability of funds, the Contracting Officer may exercise the option by written notice to the Contractor within the time indicated below from the Notice to Proceed:

5. All the extensions of the unit prices shown will be subject to verification by the Government. In case of variation between the unit price and the extension, the unit price will be considered to be the offer.

6. Not used.

7. This procurement is not restricted to HUBZone Small Business Concerns. See FAR 52.219-1 regarding HUBZone Small Business Concern representation requireemtns..

8. CLIN 1, Design of BCT, includes costs for efforts related to the design of the complex, as well as any related costs for the constructor's coordination during design (see Special Contract Requirement (SCR): ***Constructor's Role During Design***). The Offeror shall distribute costs for the designer's role during construction into the construction CLIN's, as appropriate for those efforts, including any costs associated with as-built documentation. In general, include engineering and designer costs for efforts after the Design Complete or Issued for Construction documents in the construction CLIN's.

9. Include all costs for coordination and accommodation of Government-Furnished, Government-Installed Equipment, as described in Section 01010, in the Contract Line Items for construction of the associated facility type.

10. CLIN 10, the option for the Contractor to install the Furniture, Fixtures, & Equipment (FF&E), includes only the installation of Government purchased items. Payment under Item No. 10 will be at the contract lump-sum price and will constitute full compensation for the work associated with "Installation of FF&E Items". The Government will order the FF&E items using the forms developed by the Contractor in the FF&E package. The Contractor shall accept delivery of the items at the job site, unload the items, inventory it, and install it. The cost to prepare the FF&E shall be included in CLIN 1, Design of BCT.

11. The Offeror shall propose a total integrated contract duration in number of calendar days after the Notice to Proceed (NTP) is received by the Contractor, whether via electronic means or hard copy, whichever is the earliest method of delivery. The total number of proposed calendar days for design and construction through completion, ready for turnover shall not exceed 540 calendar days. The proposed duration shall become the required contract duration. The Government may issue the NTP via e-mail or Facsimile (FAX) or by other means. Day number 1 is the day after the date of receipt of the NTP. See also Sections 00110 and 00120 and SCR: COMMENCEMENT, PROSECUTION AND COMPLETION OF WORK.

12. At the option of the Government, the Government may require the Contractor to perform the work identified as Optional line item(s) (CLIN(s) XXXX through XXXX) at the price(s) stated in the CLIN Schedule. The Contracting Officer may exercise one or more of the Option(s) by written notice to the Contractor within XXX calendar days after the date of the acknowledgment of the Notice to Proceed by the Contractor. There is no separate completion period for these options and the work included therein shall be completed within the contract duration as proposed above. *(ALTERNATE: As an alternate, alternate language, such as the following, may be substituted: "The Contractor and the Government may establish a separate completion period for installation of the FF&E, depending upon when the Contractor provides the information necessary for the Government to order the FF&E and for the period required to order and deliver the FF&E.).* Exercise of the Option(s) shall be evidenced on Standard Form 30, citing this CLIN Schedule note as the authority for exercising the Option. The Option shall be deemed exercised at the time the Government deposits the SF30 in the mail or, if earlier, at the time it is delivered to the Contractor.

# 3.0 Roles & Responsibilities

## 3.1 ACSIM – Assistant Chief of Staff for Installation Management

Provide policy guidance and program management on all matters relating to overall management and resourcing of Army installations worldwide. Ensure the availability of efficient, effective base services and facilities.

## 3.2 IMA – Installation Management Agency

Manage Army installations to support readiness and mission execution – provide equitable services and facilities, optimize resources, sustain the environment and enhance the well-being of the Military community. IMA will review and be required to endorse Installation requests for deviation, variation, addition, or other modifications to the Model RFP Requirements and forward same to ACSIM for approval.

## 3.3 Installation – Base, Camp, Fort, Depot, or other DOD Facility

- The Public Works staff at the physical location where the new facility is to be constructed.

## 3.4 PEO – Program Executive Office

The PEO is the assembly of officially designated individuals who control changes, alterations, and additions to the Model RFP. This group also interacts with all technical and facility proponents, and ACSIM in making decisions on Installation requests for changes to or deviation from the Model RFP.

The current PEO is made up of the initial MILCON Transformation Task Force members until further notice:

| | |
|---|---|
| Howard Moy | PM and MT Lead |
| Ami Ghosh | MT Deputy |
| Jeff Hooghouse | MT Standards & Criteria (RFP) Team Leader |
| J.R. Richardson | MT Acquisition & Execution Team Leader |
| Mark Flemming | MT Planning & Programming Team Leader |
| Walt Norko | HQ Construction Team Leader |
| Al Young | DOD Team Leader |

## 3.5 COS – Center of Standardization

The USACE District officially designated as the repository for expertise in a particular facility type. The COS staff are responsible for maintaining, updating, and managing criteria for the assigned facility type. COS staff shall also manage, update, and maintain the appropriate Chapter 3 of the Model RFP to assure consistency and inclusion of any updates to the

standards. COS staff shall review all facility related requests for changes to the Model RFP and provide technical advice/feedback to the PEO prior to their action.

## 3.6 PM – Project Manager

The individual designated as the Team Leader in the Activity responsible for the construction of the subject project. Individual is responsible for all activities related to this project and to facilitate successful completion of the project within the executing Activity and shall be the point of contact for all required interfaces with higher headquarters, customers, and users.

## 3.7 Preparer – Agency, Office, or Activity Preparing the Project Solicitation

The U.S. Army Corps of Engineers Entity tasked with preparing the solicitation.

## 3.8 District – U.S. Army Corps of Engineers District

The District is the organizational entity of the U.S. Army Corps of Engineers directly responsible for execution of contracts.

## 3.9 USACE District – Project Delivery Team

The assembly of technical specialists required to successfully execute projects. Typical members are identified below; additional members may be required for individual projects.

### 3.9.1 Project Manager

See above.

### 3.9.2 Architect

Individual with specific architectural skills – responsible for preparing the Model RFP for solicitation and participating in design after award review.

### 3.9.3 Interior Designer

Individual with specific skills responsible for structural finishes solutions after interior and exterior materials and for comprehensive interior design of furniture items and fixtures separately.

### 3.9.4 Mechanical Engineer

Individual with specific engineering skills – responsible for preparing the Model RFP for solicitation and participating in design after award review.

### 3.9.5 Electrical Engineer

Individual with specific engineering skills – responsible for preparing the Model RFP for solicitation and participating in design after award review.

### 3.9.6 Civil Engineer

Individual with specific engineering skills – responsible for preparing the Model RFP for solicitation and participating in design after award review. Civil Engineer will determine the extent of topographic survey required to provide in the RFP.

### 3.9.7 Geotechnical Engineer

Individual with specific engineering skills – responsible for preparing the Model RFP for solicitation and participating in design after award review. Geotechnical Engineer will also determine the minimum amount of information necessary to characterize the subsurface conditions at the project site.

### 3.9.8 Structural Engineer

Individual with specific engineering skills – responsible for preparing the Model RFP for solicitation and participating in design after award review.

### 3.9.9 Cost Engineer

Individual who prepares the independent Government estimate for all advertised projects.

### 3.9.10 Value Engineering Officer

Individual who ensures that solicitations are developed with the greatest flexibility and opportunity for innovation available to the Offeror.

### 3.9.11 Contracting Officer

Individual who is responsible for ensuring that Federal procurement laws and policies are complied with. This person has the authority to sign contracts and to obligate the Government.

### 3.9.12 Contract Specialist

Individual with specific contracting skills – responsible for preparing the contractual portions of the solicitation.

### 3.9.13 Office of Counsel

Office with individuals with specific legal skills – responsible for reviewing the solicitation for legal sufficiency.

### 3.9.14 Small Business Deputy

Individual who ensures that small business concerns are properly addressed in the acquisition plans for all projects.

### 3.9.15 USAISEC-FDED

Individual with specific engineering skills - responsible for preparing the Model RFP for the solicitation and participating in design after award review. USAISEC is the organization that is responsible for US Army Information Systems planning, programming, design, and review for

MILCON. The responsible District must coordinate with USAISEC during Design After Award. POC is Ms. Tina Reed, 301-619-6489, tina.reed@us.army.mil

# 4.0 Process Timing Overview

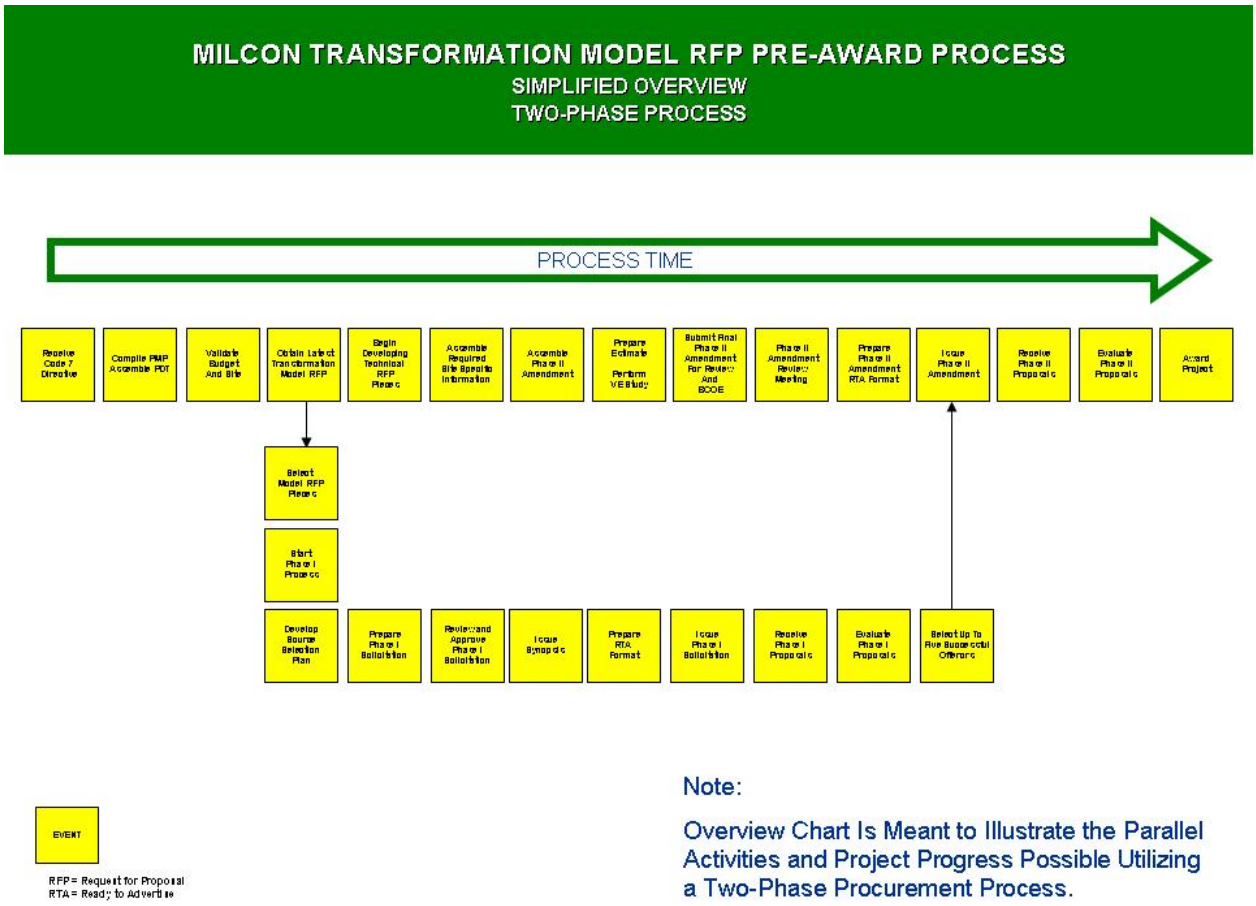



**Figure 4-1**

# 5.0 Solicitation Development Guidance

## 5.1 General

The MILCON Transformation Model RFP has been developed to reflect a standard package from which project specific solicitations can be created. Note that the model RFP was developed for a single project award, C-type contract (not a D-type, ID/IQ) for the Tier 1 Brigade Combat Team facilities, using a performance-based approach. The model must be adapted to use for an ID/IQ contract format. It must also be adapted for use on other project types, particularly where a standard design model has been developed that varies in the level of design development furnished to the offerors. Section 00120, in particular may have to be adapted for use on such projects and on smaller, simpler projects. A separate model is under development for Centers of Standardization ID/IQ contracts. This model must be completed by providing project specific and site specific information. This instruction is provided to provide insight into the appropriate level of project development necessary to complete the RFP.

The following paragraphs outline the basic considerations needed to develop a project utilizing the MILCON Transformation Model RFP as the starting point.

## 5.2 Cost Validation

The DD Form 1391 is the programmatic description of the project containing project cost and scope limitations. The preparer of the solicitation is responsible to ensure that the advertised project meets the requirements and restrictions of the DD Form 1391.

In support of the MILCON Transformation RFP, the use of parametric estimating will be required. Parametric estimating is the process of using various factors to develop an estimate. The factors are based on engineering parameters, developed from historical data bases, construction practices and engineering/construction technology. The parameters include physical properties that describe project definition characteristics (e.g., size, building type, foundation type, exterior closure material, roof type and material, number of floors, functional space requirements, interior utility system requirements, exterior features, and utilities, etc.). The appropriateness of selecting the specific materials or construction, for the purposes of this Government Estimate, shall reflect the minimum requirements established in the Model RFP Section 01010.

## 5.3 Site Characterization and Validation

The determination of the suitability of the selected site to support the project must be accomplished during the RFP development process. The RFP Preparer shall utilize historical information, information from appropriate COS, or concept level building program information to develop a basic site validation layout. This validation layout is not intended to be a 100% site design but merely a graphical display of the project parameters superimposed on the site. The purpose of this validation layout is to demonstrate that there is adequate buildable area (reasonably economical to develop) available for the project features and also can be used to help the estimator develop the Government estimate. The validation layout is an internal document and should not be included in the RFP.

Site characterization deals with the analysis required to determine site constraints through which the Offerors must develop a solution to the solicitation. Available utilities, environmental

issues, geotechnical information, hazardous materials information, demolition requirements, privatization issues, and historical/archeological issues are typical concerns which would need to be addressed to characterize a site. The RFP Preparer must limit the analysis and products produced to those specifically necessary to support development of the RFP. The intent of this characterization is not to provide complete design solutions but rather to provide the Offerors with sufficient information to create a design solution to the solicitation.

## 5.4 Typical Engineering/Design Products Required for Model RFP Development

The following are typical Engineering Products/Processes which are necessary to complete the Model RFP:

### 5.4.1 Site Topographic Survey

Existing survey information may be utilized, provided the data is less than three years old and the site is unchanged.

### 5.4.2 Subsurface Characterization

RFP Preparer shall perform a minimum number of borings necessary to provide the Offerors with sufficient information to characterize the site. Care should be taken to establish what the minimum number of borings required is – since the Offeror will be developing the site, it is expected that they will perform additional borings as required to support the foundation design proposed.

### 5.4.3 Utility Connection Points/Information

RFP Preparer shall perform the necessary analysis, research, and documentation to identify the characteristics (water fire flow, natural gas pressure, central steam pressure, etc.) of the existing utilities. Sufficient information shall be provided to the Offerors to allow preparation of a firm fixed price offer.

### 5.4.4 Asbestos/Lead/HTRW Survey Information

RFP Preparer shall include surveys of existing facilities included for demolition which identify asbestos and lead contamination. Consideration shall also be made, and information provided, for other potential contaminants which the contractor may be exposed (petroleum, chlordane, radon, metals, buried ordnance, etc) during the execution of this project.

### 5.4.5 As-Built Information

RFP Preparer shall include as-built information for utilities the Offeror is required to connect to as well as for any facilities which will be demolished in the project.

### 5.4.6 Privatized Utility Information

RFP Preparer shall gather and document the necessary information with respect to Privatized Utility Company requirements and shall include that information in an Appendix to the Statement of Work.

### 5.4.7 Environmental Constraints

RFP Preparer shall gather and document necessary information with respect to environmental concerns (wetlands, protected species, etc.) and shall include that specific information in an Appendix to the Statement of Work.

### 5.4.8 Completed environmental documentation including NEPA, EA/EIS documentation

### 5.4.9 Traffic Impact Analysis

RFP Preparer shall gather and document the traffic considerations with respect to the integration of the new facility on the existing roadway infrastructure. Analyses shall be performed at a conceptual level and the constraints identified included in the RFP to allow the Offerors to offer innovative solutions.

### 5.4.10 Historic or Archeological Resource Analyses

RFP Preparer shall investigate, gather, and document all constraints associated with historical or archeological requirements.

### 5.4.11 Site Boundary Determination

RFP Preparer shall utilize the current topographic survey to identify the construction site boundaries for the subject project. This site boundary drawing may identify other site constraints as identified in the preceding sub-paragraphs.

### 5.4.12 Land use plan (bubble diagram level of development)

### 5.4.13 Telecommunications Impact Analysis

RFP Preparer shall gather and document the telecommunications infrastructure considerations with respect to the integration of the new facility on the existing infrastructure. Analyses shall be performed at a conceptual level and the constraints identified included in the RFP to allow the Offerors to offer innovative solutions.

## 5.5 Typical Engineering/Design Products Not Required

The following are typical Engineering Products which are not necessary, nor desired, to complete the Model RFP:

### 5.5.1 Site Development Plans

Fully developed site plans showing parking, roadways, pedestrian pathways, building footprints, utility connections, etc. are not required, desired, and should not be included in the RFP.

### 5.5.2 Facility Floor Plans and Elevations

Developed floor plans and/or proposed building elevations, even if included only for information, shall not be included in the RFP.

### 5.5.3 Engineering Analysis and Systems/Materials Selections

The Model RFP does not unnecessarily limit the choices available to the Offerors for systems and materials. Engineering analyses to select/support specific systems selections or material limitations shall not be conducted during the preparation of the RFP.

### 5.5.4 Installation Design Guides

Installation Design Guides (in whole) shall not be included or referenced in the RFP. A summary document of the Architectural theme for the given project, exterior signage, architectural theme, color scheme, acceptable plants list excerpts, and other pertinent information may be included in paragraph 6 of Section 1010. Goal is to have all documentation tailored to the specific project and self contained so the proposer does not have to wade through and search for what applies.

### 5.5.5 Installation Technical Guides

Installation Technical Guides for design and/or construction shall not be included or referenced in the RFP.

# 6.0 RFP Overview

For more detailed information on execution, please see the RFP Field Execution Guide.

## 6.1 Section 00100: Instructions, Conditions and Notices to Offerors

The content of this section is filled in through the wizard. See section 7.0 for instructions on using the wizard. (This section will be different for an ID/IQ contract).

Section 00110: Proposal Requirements and Evaluation
(2 Phase Approach) (This section will be different for an ID/IQ contract).

## 6.2 Section 00110: Proposal Requirements and Evaluation (2 Phase Approach)

### 6.2.1 General

The MILCON Transformation Model RFP has been developed to reflect a standard package from which project specific solicitations can be created. Sections 00110 and 00120 have been created specifically for this RFP and include all necessary information to define proposal submission requirements, evaluation criteria, and processes.

See the Proposed Changes and Deviations from the Model RFP section of this guide for procedures for requesting changes to the Model RFP that may not be edited locally.

#### 6.2.1.1 Phase 1 of 2 Selection Procedures

This section is primarily concerned with describing the requirements for submission and the associated evaluation. No price or technical information is included in the Phase 1 processes.

Proposal submission requirements are outlined by type and the Offerors are required to submit their proposal information in "tab" format to allow easy review and evaluation by the Government. Review and edit the section to eliminate references to inapplicable facility types. Facility specific information is designated by brackets. Only minimal fill-in-the blank edits are permitted.

The preparer should determine whether 3, 4, or 5 will be used as the upper limit on the number of offers to be short-listed to Phase 2. Here is some background and guidance for choosing the number. For most purposes, "four" is the recommended number to use. FAR 36.303-1 allows the Contracting Officer to select a maximum number of offerors, not to exceed five. One may think "five is better because it will provide for more competition". Actually, this is incorrect. The two-phase process actually increases the number and quality of competitors for D-B work, as has been demonstrated since the first two-phase project was executed in 1997 by Tulsa District (Tinker AFB, OK). Because it is relatively expensive in cost and resources for D-B firms and their designers to develop and submit proposals for D-B projects, they must have a reasonable probability of winning the contract or they can't afford to continue to compete. Firms are willing to submit a phase one proposal to see if they are one of the most highly qualified firms to be short listed for phase two. Phase one proposals are a relatively inexpensive investment. However, the industry has stated that their preference for phase two would be to limit the competition to the top three firms (1 in 3 odds of winning). The industry (Design-Build Institute of America and others)

have further advised that the best firms will invest in other opportunities if we go with a maximum of five phase two offerors (1 in 5 odds). The problem with three offerors isn't that we won't get good competition. In fact, we will get better proposals. The problem is that there is nothing obligating a firm to stay in the competition. There have been several cases where one proposer has dropped out in phase 2 and a few instances where two have dropped out, leaving only one or two remaining proposers. For this reason, we recommend a compromise solution of four. If the District wants to use 'three' to entice the best offerors, it is strongly suggested that the district offer a stipend to the two unsuccessful phase 2 offerors as the carrot to remain in the competition until award. Another consideration is cost and time for the Government to evaluate proposals and to conduct phase 2. Reviewing five proposals is more time consuming and expensive than four or three, in addition to the fact that the best firms will be less likely to compete against four others (1 in 5 odds).

The proposal evaluation information is provided for each tab specifically. The evaluation criteria provided sets the bounds for how the Offeror's proposal will be evaluated with respect to the needs expressed in the RFP. Consistent application of the evaluation criteria will focus the evaluators and provide a reasonable outline for Offeror selection.

The section further describes the evaluation process, possible interactions with Offerors and the selection process for continuation to Phase 2. At the end of the section, standardized proposal data forms are included for use by the Offerors.

## 6.3 Section 00111: Proposal Requirements and Evaluation (Single Phase Approach)

(This section will be different for an ID/IQ contract).

### 6.3.1 General

The MILCON Transformation Model RFP has been developed to reflect a standard package from which project specific solicitations can be created. This section has been created specifically for this RFP and includes all necessary information to define proposal submission requirements, evaluation criteria, and processes.

Use of the Single Phase approach for MILCON Transformation should be very limited. This process increases the cost to propose for Offerors and may in fact discourage competition. With the availability in this Model RFP of the completed documents necessary to successfully complete a Two-Phase procurement, it is the intent that Two-Phase processes should be utilized.

See the Proposed Changes and Deviations from the Model RFP section of this guide for procedures for requesting changes to the Model RFP that may not be edited locally.

### 6.3.2 Section Specific Information

This section is primarily concerned with describing the requirements for technical and price submission and its evaluation,

Proposal submission requirements are outlined by type and the Offerors are required to submit their proposal information in "tab" format to allow easy review and evaluation by the Government.

The proposal evaluation information is provided for each tab specifically. The evaluation criteria provided sets the bounds for how the Offeror's proposal will be evaluated with respect to the needs expressed in the RFP. Consistent application of the evaluation criteria will focus the evaluators and provide a reasonable outline for Offeror selection.

The section further describes the evaluation process, possible interactions with Offerors and the selection process. At the end of the section standardized proposal data forms are included for use by the Offerors.

Finally this section allows for the inclusion of up to 5 (five) betterments listed as desirable or preferred. These items will be evaluated as additional consideration during the evaluation process, provided that they are included within the contract cost limitation (CCL) identified in the Solicitation. These betterments are to be coordinated with the Installation.

## 6.4 Section 00120 – Phase 2 of 2 Phase Design Build Selection Procedures

(This section will be different for an ID/IQ contract).

This section primarily describes the requirements for submission of the Offeror's technical and remaining performance capability information, its evaluation, and price.

Proposal submission requirements are outlined by type and the Offerors are required to submit their proposal information in "tab" format to allow easy review and evaluation by the Government.

The proposal evaluation information is provided for each tab specifically. The evaluation criteria provided sets the bounds for how the Offeror's proposal will be evaluated with respect to the needs expressed in the RFP. Consistent application of the evaluation criteria will focus the evaluators and provide a reasonable outline for Offeror selection.

Finally this section allows for the inclusion of up to 5 (five) betterments listed as desirable or preferred. These items will be evaluated as additional consideration during the evaluation process, provided that they are included within the contract cost limitation (CCL) identified in the Solicitation. These betterments are to be coordinated with the Installation.

## 6.5 Section 00600: Representations, Certifications, and Other Statements of Bidders/Offerors

The preparer shall use the FAR Matrix included in the Model RFP to choose the applicable provisions for this section. Also use the matrix to determine if the provisions should be incorporated by reference or in full-text. Any modifications of this section must be approved by the PEO.

## 6.6 Section 00700: Table of Contents for Contract Clauses

The preparer shall use the FAR Matrix included in the Model RFP to choose the applicable FAR clauses for this section. During the solicitation phase, only the clauses that require a fill-in-the-blank should be included in their full-text. All other clauses should be included by reference. All clauses should be included in their full-text in the contract award. The preparer should fill-in-

the- blanks of any applicable clauses. The following clauses, with appropriate language are included for guidance.

## 6.7 Section 00800: Special Contract Requirements

The preparer shall use the FAR Matrix included in the Model RFP to choose the applicable clauses for this section. This section contains Special Contract Requirements (SCRs) that shall be included in every RFP. The preparer shall also include any installation specific SCRs and any SCRs that are applicable to that particular District beneath the applicable clauses and SCRs from the Model. Include the Davis-Bacon Wage Decision(s) at the end of this section. This section may be used to clarify or supplement other requirements of the RFP, but it shall not be used to modify, delete, or contradict any requirements throughout other sections of the Model RFP without the approval of the PEO. Do not include any design criteria or other information that is to be addressed in Section 001010 in this section.

**COMMENCEMENT, PROSECUTION AND COMPLETION OF WORK (APR 1984) FAR 52.211-10**

The Contractor shall be required to commence work under this contract within 10 calendar days after the date the Contractor receives the notice to proceed, prosecute said work diligently, and complete the entire work ready for use **not later than the proposed performance period after receipt of the contract notice to proceed. The maximum proposed performance period cannot exceed [PERFORMANCE_PERIOD**] calendar days after receipt of the notice to proceed.** The time stated for completion shall include final cleanup of the premises.

** Specifier to insert the maximum performance period that the offerors may propose on in the Contract Line Item Schedule (generally not to exceed 540 calendar days).

**PERFORMANCE OF WORK BY THE CONTRACTOR (APR 1984) FAR 52.236-1**

The Contractor shall perform on the site, and with its own organization, work equivalent to at least **12 percent**** of the total amount of work to be performed under the contract. This percentage may be reduced by a supplemental agreement to this contract if, during performing the work, the Contractor requests a reduction and the Contracting Officer determines that the reduction would be to the advantage of the Government.

** Note to specifier. Insert “12% for MT design-build.

**LIQUIDATED DAMAGES--CONSTRUCTION (SEP 2000) FAR 52.211-12 OCT 00**

a. If the Contractor fails to complete the work within the time specified in the contract, the Contractor shall pay liquidated damages to the Government in the amount of **[LIQUIDATED]** for each calendar day of delay until the work is completed or accepted.

b. If the Government terminates the Contractor's right to proceed, liquidated damages will continue to accrue until the work is completed. These liquidated damages are in addition to excess costs of repurchase under the Termination clause.

## 6.8 Section 01010: Statement of Work

(This section will be different for an ID/IQ contract).

MILCON Transformation and this model RFP are USACE's response to the Army's need for immediate change in the facility delivery process.

Standardized content, use of industry standards, and standardized RFP format are mandated in order to encourage greater industry participation, simplify doing business with the Corps of Engineers and reduce project and program costs.

Section 01010 contains: project objectives, scope, functional and area requirements, applicable criteria, general technical requirements and project specific requirements. It contains portions that are fixed and cannot be edited (Paragraphs .1, 3, 4 and 5) as well as portions that must be edited (Paragraphs 2 and 6) to suit the project. The Wizard automatically edits out inapplicable facility types and non-applicable details. Specifiers using the WORD version must manually edit out inapplicable building types.

See the Proposed Changes and Deviations from the Model RFP section of this Guide for procedures for requesting changes to portions of the Model RFP that may not be edited locally.

### 6.8.1 Project Objectives

This paragraph applies to all facility types.

No editing permitted.

### 6.8.2 Scope

### 6.8.3 Functional and Area Requirements

There are separate Paragraph 3 documents for each standard facility type (UEPH, EPDF, COF, BN/BDE HQs, and TEMFs) based on an approved DA Standard Design.

### 6.8.4 Applicable Criteria

This paragraph applies for all facility types. No editing permitted.

### 6.8.5 General Technical Requirements

This paragraph applies for all facility types.

Appendix B Geotechnical Information is referenced in Paragraph 5. Include in appendices for Section 01010.

Appendix I Acceptable Plant List is referenced in Paragraph 5. Include in appendices for Section 01010.

## 6.9 Section 01010: Project Specific Requirements

### 6.9.1 General

This paragraph is intended to identify project "location" specific requirements that augment requirements indicated in Paragraph 3-5. Some examples of typical information have been provided to assist the preparer with this paragraph. All portions of Paragraph 6 shall be edited to incorporate project specific requirements. This paragraph shall not be used to add to, alter or eliminate any of the standard design facility requirements without first obtaining formal deviation

approval (see formal deviation approval process). This paragraph is not to be used by the preparer to identify design options to the facilities. This Paragraph shall be used to identify requirements for ancillary facility types (other than UEPH, EPDF, COF, BN/BD HQs, and TEMFs) as indicated in approved DD Form 1391.

DO familiarize yourself with all functional and technical requirements in Paragraphs 3 through 5. Note that Paragraph 3 includes facility specific applicable references and technical requirements in addition to these in Paragraphs 4 and 5.

DO NOT refer to specific dates of Applicable Criteria – the date is defined in Paragraph 4 Applicable Criteria to be the latest available at the date of the RFP.

DO NOT repeat reference to documents contained in Paragraph 4 Applicable Criteria or the requirements contained therein.

DO NOT include prescriptive “minimum” design criteria statements.

DO NOT include design and construction procedures in this paragraph.

DO use Performance statements not prescriptive statements as much as possible.

### 6.9.2 Prescriptive versus Performance Statement

Prescriptive: All facilities shall have brick facades and standing seam metal roofs.

Performance: The Offeror shall design the exterior of the facility to be compatible with the surrounding context. The Offeror’s architectural design development should consider any existing building forms, materials, scale, proportions, and organizational layout, and be reflected in the proposal. Pictures of surrounding architecture are permissible to establish the theme.

### 6.9.3 Preferences

Materials and systems indications or preferences are not permitted. Preferences are items that are not included in the basic cost of the facility. Funding has not been included for those items. Funding and approval of these items must come from ACSIM. These approvals must be sought from the Installation through the IMA to the ACSIM prior to inclusion. It is important to keep in mind that adding preferences runs the risk of not being able to award by not allowing the contractor to choose the most efficient materials based on current economic factors. Furthermore, preferences imply a minimum or could be interpreted by Offerors as a minimum.

### 6.9.4 Approved Deviations

DO list all deviations that have received official waiver approval in the proposed Changes and Deviations paragraph.

DO include a reference to the template paragraph that the deviation modifies and strike through the original language.

DO NOT issue any solicitation containing unapproved deviations.

Minimum standards and prohibitions of materials or systems are considered deviations and require waiver approval.

## 6.9.5 Site Planning and Design

### 6.9.5.1 Site Structures and Amenities

DO describe dumpster screen wall appearance. DO NOT refer to IDG.

DO add approved additional site amenities. Examples are provided in Paragraph 6. Delete those that DO NOT apply to the project.

### 6.9.5.2 Site Functional Requirements

DO include site specific functional/operational site planning and design for all facility types. Examples are POV and organizational vehicle site access and circulation requirements, tracked vehicle tank trail connection point.

Paragraph 3 for EPDF refers to Paragraph 6 for parking requirements. If the project includes an EPDF, DO coordinate with the installation on hours of operation, availability of shared parking and use of buses to determined project parking requirement.

DO indicate any site constraints (blast zones, historic zones, etc.)

See guidance on Drawings below.

## 6.9.6 Site Engineering

### 6.9.6.1 Existing Conditions

Edit Existing Conditions paragraph based on availability of topographic survey. Provide survey data if possible.

### 6.9.6.2 Base Utility Information

DO edit to indicate information that will be provided.

DO NOT add prescriptive requirements for utility sizes and connections for the project.

DO provide Utility Connection information in Appendix D (referenced in Paragraph 6) or provide utility drawings.

DO provide results of Fire Flow Tests in Appendix E (referenced in Paragraph 6).

### 6.9.6.3 Cut and Fill

DO identify available locations.

### 6.9.6.4 Haul Routes

DO identify haul routes. Note that it has cost impacts if the Contractor has to use the gate for construction access/egress.

*NOTE: The following sections 6.9.7 through 6.9.15 are not generally used. DO NOT repeat reference to documents contained in Paragraph 4 Applicable Criteria or the requirements contained in them.*

## 6.9.7 Architecture

DO include Appendix F Photos of Surrounding Buildings (referenced in Paragraph 6) if desired. If provided, include photos with multiple comprehensive views of different buildings, not just one building to help identify the surrounding theme and promote visual compatibility.

Review general architectural statements in Paragraph 5 and provide additional information concerning surrounding building context, design philosophy or historical context that must be considered.

DO NOT provide functional diagrams or floor plans, even if already developed in a planning charrette, Code 3 or concept design.

DO NOT provide any building floor plans, elevations, etc.

#### 6.9.7.1 Programmable Key Card:

*Example:*

Install Programmable electronic key card access systems in [UEPH facilities] per Army Installation Design Standards Paragraph 3.5.11, "Locks and Locking Devices. The Installation [does not have a single manufacturer established for this equipment at this time. Hotel type stand alone locks are the preferred solution.][has established the following single source manufacturer/system for this equipment: [ ].]"

## 6.9.8 Structural Design

(Refer To NOTE in 11.6.7.4 Above).

## 6.9.9 Thermal Performance

(Refer To NOTE in 6.9.7 Above).

## 6.9.10 Plumbing

(Refer To NOTE in 6.9.7 Above).

## 6.9.11 Site Electrical Systems

(Refer To NOTE in 6.9.7 Above).

## 6.9.12 Facility Electrical Systems

(Refer To NOTE in 6.9.7 Above).

## 6.9.13 Heating, Ventilating and Air Conditioning

(Refer To NOTE in 6.9.7 Above).

#### 6.9.13.1 UMCS M&C Software

**[NOTE TO SPECIFIER:** IF THE CONTRACTOR IS TO INSTALL UMCS M&C SOFTWARE, ENTER THE NUMBER OF CLIENT SOFTWARE PACKAGES/LICENSES BASED ON THE INSTALLATIONS EXPECTED NEED/USAGE]:

[Provide M&C Software with a license for no less than [___] clients]

**[NOTE TO SPECIFIER:** IF THE CONTRACTOR IS TO INSTALL UMCS M&C SOFTWARE, ENTER THE NUMBER OF POINTS BASED ON EXPECTED SIZE OF SYSTEM]:

[Provide M&C Software with a license for no less than [___] points]

## 6.9.14 Energy Conservation

(Refer To NOTE in 6.9.7 Above).

## 6.9.15 Fire Protection

(Refer To NOTE in 6.9.7 Above).

## 6.9.16 Sustainable Design

6.9.16.1 Do indicate whether site meets all LEED site selection credit requirements in the Sustainable Design paragraph. Example: Brownfield, proximity to mass transit, density credits.

6.9.16.2 LEED Minimum Rating Exempt Facilities: The following facilities are exempt from the minimum Silver requirement: [ ] [none].

6.9.16.3 Credit Validation: [The project will be certified by USGBC for validation of credits earned. Payment of fees and administration of the online project will be by [the Contractor.] [the Government.]] [The project is required to be registered with USGBC and use LEED online Letter Templates. Payment of fees and administration of the online project will be by [the Contractor.] [the Government.]]

6.9.16.4 Commissioning: See Appendix [ ] for Owner's Project Requirements document(s).

6.9.16.5 LEED Credits Coordination. The following information is provided relative to Sustainable Sites and other credits.

**SS Credit 1 Site Selection:**

- Project site [is] [is not] considered prime farmland.
- [Project site is five feet or more above 100-year flood elevation.] [Delineation of 100-year flood elevation is shown on site drawings provided in this CONTRACT.]
- [Project site contains no habitat for threatened or endangered species.] [Delineation of threatened or endangered species habitat is shown on site drawings provided in this CONTRACT.]
- [No portion of project site lies within 100 feet of any water, wetlands or areas of special concern.] [Delineation of water, wetlands and areas of special concern is shown on site drawings provided in this CONTRACT.]
- Project site [was not] [was] previously used as public parkland.

**SS Credit 2 Development Density & Community Connectivity**.

- Project site [does] [does not] meet the criteria for this credit.

**SS Credit 3 Brownfield Redevelopment**.

- Project site [does] [does not] meet the criteria for this credit.

**SS Credit 4.1 Public Transportation Access**.

- Project site [does] [does not] meet the criteria for this credit.

**EA Credit 6 Green Power**.

- 50% of the project's electricity [will] [will not] be provided through an Installation renewable energy contract.

**MR Credit 2 Construction Waste Management.**

- The Installation [does not have an on-post recycling facility available for Contractor's use.] [has an on-post recycling facility. Contact [ ] for information about materials accepted.]

6.9.16.6 LEED Credit Preferences, Guidance and Resources. See Appendix [ ] LEED Project Credit Guidance for supplemental information relating to individual credits

## 6.9.17 Environmental

Do identify all known environmental issues.

DO provide site specific environmental information such as recycle vs. landfill or radon mitigation.

DO identify all existing hazardous materials or state that the report is an appendix to the RFP (Appendix G Preliminary Hazardous Material Surveys). Specify the performance requirements for removal and/or abatement. If quantities are uncertain, the CLIN schedule should include unit priced items to avoid unreasonable contingencies in the proposed price.

## 6.9.18 Permits

DO provide information for obtaining permits.

DO identify permit authorities for any required permits, e.g., water or sewer, storm water, NPDES, etc.

DO define the responsible parties for preparing, submitting, signing and cost of the permits.

Note that template Section 00110 – Proposal Submission Requirements requires that the permit preparer must be qualified in the jurisdiction.

## 6.9.19 Demolition

DO include Existing Building Plans for Demolition in drawings.

## 6.9.20 Additional Facilities

DO describe all aspects of requirements for additional facilities. Include FF&E and GFGI scope. Include all functional requirements. Include technical requirements and applicable references that exceed those in Paragraphs 4 and 5. Create a separate paragraph for each additional facility.

### 6.9.21 Drawings

DO include existing site plan with project boundaries delineated.

DO provide topographic survey and utility maps, if available.

DO provide land use plan if applicable to development of the site in context of larger land development plan. (Master Plan for immediate area)

DO NOT provide any site design drawings that include building footprints. Exception: these may be used sparingly in situations where the buildable area for multiple facility types is tight.

DO NOT provide functional diagrams or floor plans, even if already developed in a planning charrette, Code 3 or concept design.

DO NOT provide any building floor plans, elevations, etc.

DO include existing building plans for demolition if applicable.

## 6.10 Section 01012: Design after Award

## 6.11 Section 01312: Quality Control System (QCS)

## 6.12 Section 01320: Project Schedule

## 6.13 Section 01330: Submittal Procedures

## 6.14 Section 01355: Environmental Protection

## 6.15 Section 01451: Contractor Quality Control

## 6.16 Section 01500: Temporary Construction Facilities

## 6.17 Section 01780: Design-Build Closeout

# 7.0 Using the RFP Wizard

## 7.1 Login Page

To use the wizard, simply go to https://ff.cecer.army.mil/rfp_wizard and login in. If you do not have a login and password, select "Manage Account" underneath the login area to request a login. Please include the purpose for needing access as well as all contact information.

Also on this page, the user will be able to access the Model RFP Implementation Guide, the Model RFP Evaluation Guide and the Model RFP Field Execution Guide. In addition, a link to the current summary of revisions to the model will be available.

### 7.1.1 RFP Wizard Account Management

To access the account management portion of the wizard, select the "Manage Account" link under the Login button (See Figure 7-1: Manage Account). There are three separate items on the account management page. Here users can request new accounts, request lost passwords and finally change their password. If you are a contractor, please have the district that you are working with either provide you with a login or have them submit the request.

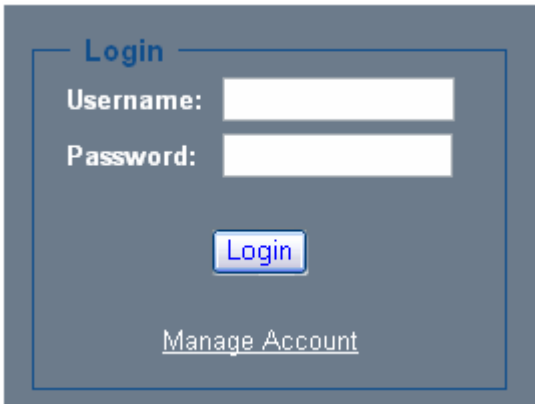



**Figure 7-1: Manage Account**

## 7.2 Welcome Page

From this page Wizard users will be able to open an RFP project to work on. Only those with special administration rights will be able to create new projects. See Application Administration for more information.

### 7.2.1 Create New RFP

To create a new RFP, select the radio button next to "Create New RFP". When the dialog opens, simply enter the name of the project and select create (See Figure 7-2).


**Figure 7-2: Create RFP**

From this point the person creating the project will have the opportunity to add additional Members to the project. Please see Manage Projects below for more information.

### 7.2.2 Open Existing RFP

From the Welcome Page, select the radio button next to “Open Existing Project”. This action will display a list of available projects for the user to open. The user will only see projects that he/she had been assigned to work on. Simply highlight the project you wish to open and press the Open Project button (see Figure 7-3).

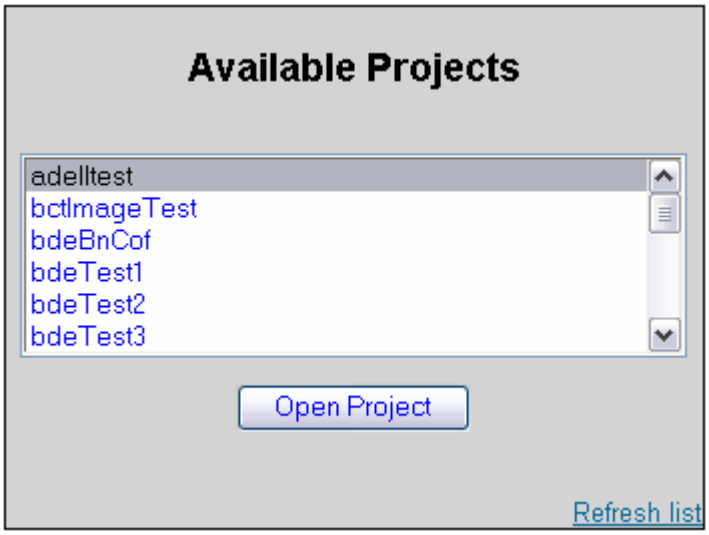



**Figure 7-3: Open Project**

This action will redirect you to the Project Information Page for the project selected.

## 7.3 Application Administration

The Wizard has been initially developed with three levels of user access. The roles which have been created are as follows: System Administrator, Power User, and User. The role you have been assigned will determine how much access you have to the Wizard features.

The SysAdmin role will be used solely by the developers at ERDC-CERL. This role has complete access to the system. The SysAdmin can create/delete users, assign/delete user to projects and create/delete project.

The PowerUser role is similar to the SysAdmin, however the PowerUser can only create other PowerUser's or User's.

Anyone with the User role assigned will only be able to open projects.

### 7.3.1 Manage Users

As stated above, this feature only applies to SysAdmin and PowerUser roles

From the Welcome Page, select Manage Users from the Application Administration box.

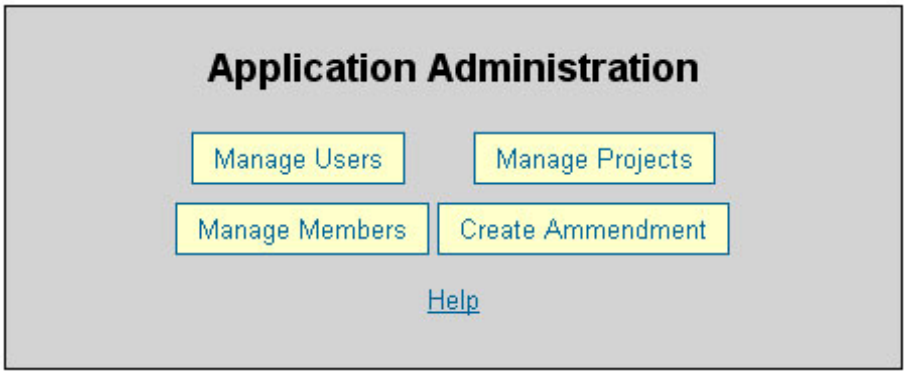



**Figure 7-4: Application Administration**

This action will open another page as see below:


**Figure 7-5: Wizard User Page**

To delete a user, simply select the “Delete” button at the end of the row containing the user you wish to delete. NOTE: PowerUsers will only be able to delete users which they created. To add a new user, select the “Add User” button located below the user table. This action will open another window which will allow you to enter the required information needed to create a user.


**Figure 7-6: Add user dialog**

All fields in “Red” are required to be populated. The default role assigned to all new users is the User Role. Simply use the pull-down menu to select the proper role you which to assign to the new user Once you have completed filling out the information, click the “Submit” button to add the user. .

To exit this page, select “Create or Open a Project” from the upper left hand portion of the page and you will be re-directed back to the initial Welcome Page. If you are finished and wish to exit the Wizard completely, simply select “Logout” in the upper right hand corner of the page next to your user name, and you will be logged out of the Wizard.

### 7.3.2 Manage Projects

As stated above, this feature only applies to SysAdmin and PowerUser roles

From the Welcome Page, select Manage Projects from the Application Administration box. See Figure 7-4: Application Administration above. This action will open another page containing a list of all projects. If a PowerUser is using this feature, they will only see which projects they are “Owner’s” of.

To exit this page, select “Create or Open a Project” from the upper left hand portion of the page and you will be re-directed back to the initial Welcome Page. If you are finished and wish to exit the Wizard completely, simply select “Logout” in the upper right hand corner of the page next to your user name, and you will be logged out of the Wizard.

**RFP Wizard Projects**

| Project name | Owner | Created | Delete | Copy | Front Locked | End Locked |
|---|---|---|---|---|---|---|
| adelltest | patrick.a.adell | Unknown | Delete | Copy | | |
| alaskaTest | susan | Thu Feb 01 15:07:55 CST 2007 | Delete | Copy | | |
| APG Test RFP 1 | frank.vanderkemp | Fri Jan 26 12:23:09 CST 2007 | Delete | Copy | | |
| Baltimore Test RFP | christy.a.pispitsos | Thu Dec 28 14:24:39 CST 2006 | Delete | Copy | | |
| COSCOM/MEDCOM | veijo.t.panu | Mon Jan 08 08:22:40 CST 2007 | Delete | Copy | | |
| fort riley | susan | Unknown | Delete | Copy | | |
| Fort Riley UEPH | susan | Unknown | Delete | Copy | | |
| FTW326 | regan.e.sarwas | Mon Nov 27 11:52:22 CST 2006 | Delete | Copy | | |
| FTW336-Barracks | regan.e.sarwas | Thu Jan 11 15:06:37 CST 2007 | Delete | Copy | | |
| FTW336-Storage | regan.e.sarwas | Thu Jan 11 15:12:18 CST 2007 | Delete | Copy | | |
| FTW336-VMF | regan.e.sarwas | Thu Jan 11 15:11:41 CST 2007 | Delete | Copy | | |
| sampleRFP | susan | Thu Feb 08 07:43:31 CST 2007 | Delete | Copy | | |
| Test | susan | Unknown | Delete | Copy | | |
| Test 0001 | veijo.t.panu | Fri Dec 08 12:03:58 CST 2006 | Delete | Copy | | |
| test58678 | susan | Thu Mar 01 15:05:14 CST 2007 | Delete | Copy | | |
| TestCOF | gregory.d.wilcox | Thu Nov 16 16:22:03 CST 2006 | Delete | Copy | | |
| WizardTest | sp | Thu Dec 21 14:16:15 CST 2006 | Delete | Copy | | |

**Figure 7-7: Wizard Projects Page**

### 7.3.2.1 Delete Project

To delete a project, simply select the “Delete” at the end of the row containing the project you wish to delete.

### 7.3.2.2 Copy Project

To copy a project, select the “Copy” at the end of the row containing the project you wish to copy. This action will open a new dialog for you to enter a new project name.

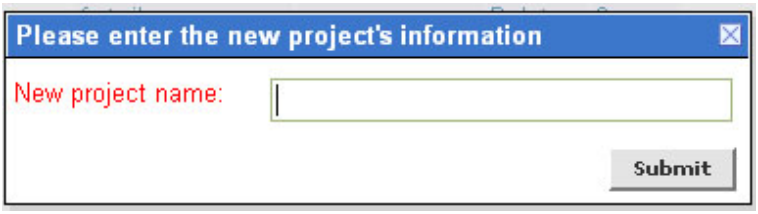



**Figure 7-8: Copy Project Dialog**

Select the “Submit” button when finish to save the new project.

### 7.3.2.3 Unlock a Project

To request a project to be unlocked, click on the “Locked” text under the Front Locked or End Locked columns in the row of your project. See Figure 7-9 for an example.


**Figure 7-9: Request Unlock**

This action will open a new e-mail window for you to enter your contact information and reason for needing the project unlocked. An e-mail will be sent back indicating whether the project was unlocked or not.

Remember, an unlock request can only be requested by the owner of the project.

### 7.3.3 Manage Members

As stated above, this feature only applies to SysAdmin and PowerUser roles

The purpose of this functionality is to assign users to projects.

From the Welcome Page, select Manage Members from the Application Administration box. See Figure 7-4: Application Administration above. This action will open the following page:

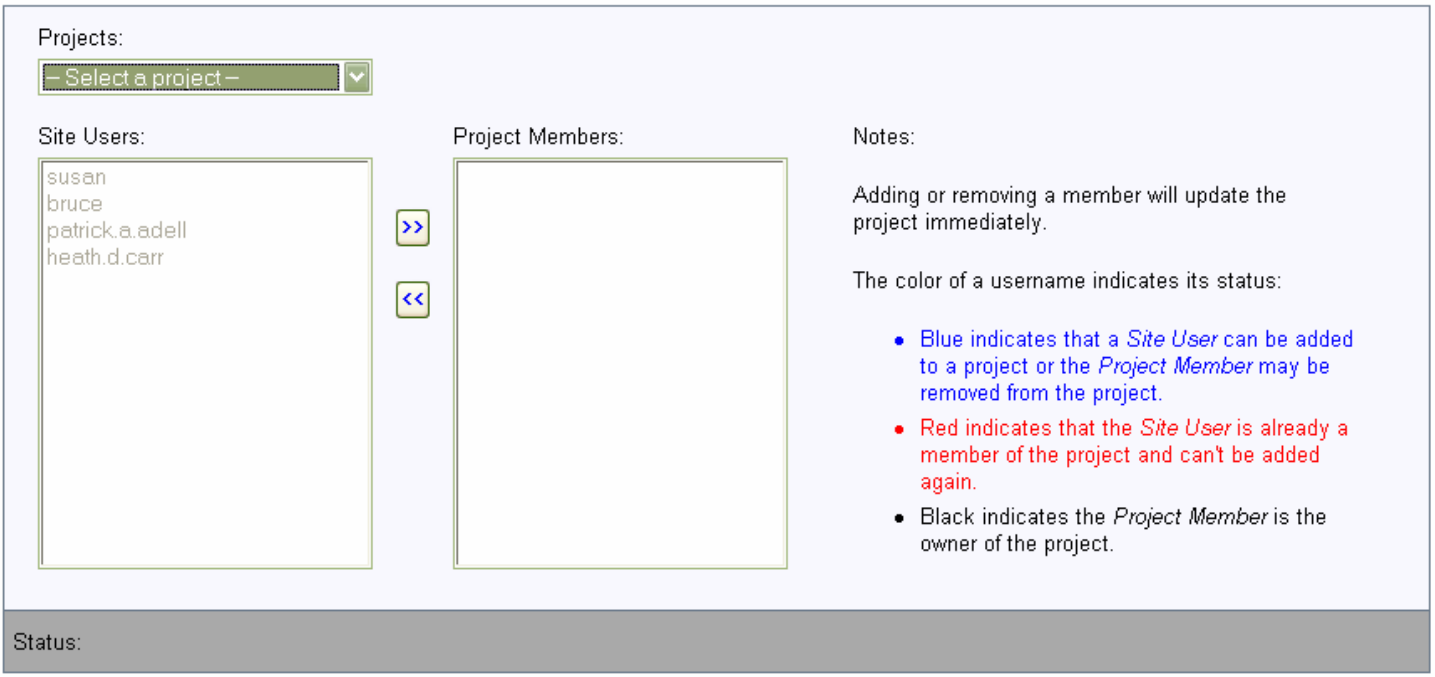



**Figure 7-10: Manage Project Member Page**

To assign a user to a project, first select the project from the Projects pull-down menu. Once selected the Site Users content will change to indicate the status of the users for the project. BLUE indicates that a Site User can be added to a project or the Project Member may be removed from the project, RED indicates that the Site User is already a member of the project and can't be added again, and **BLACK** indicates the Project Member is the owner of the project.

To add a new member to the project, highlight the name in the Site Users box and select the right arrow button to add. Conversely, to remove a member from a project, highlight the name in the Project Members box and select the left arrow button to remove.

The status bar will indicate if adding or removing of the member was successful or not.

To exit this page, select "Create or Open a Project" from the upper left hand portion of the page and you will be re-directed back to the initial Welcome Page. If you are finished and wish to exit the Wizard completely, simply select "Logout" in the upper right hand corner of the page next to your user name, and you will be logged out of the Wizard.

### 7.3.4 Create Amendment

The wizard is to be used for creating amendments for section 01010 through 01780. Any amendment necessary for section 00100 through 00800 should be generated through the SPS system as mandated by DoD.

As stated above, this feature only applies to SysAdmin and PowerUser roles

From the Welcome Page, select Create Amendment from the Application Administration box. See Figure 7-4: Application Administration above. This action will open another page containing a list of all projects. If a PowerUser is using this feature, they will only see which projects they are "Owner's" of which have been "Locked and Finalized". This action will open the following page:


**Figure 7-11: Create Amendment List**

To create an amendment for a project, simply select the "Create" button at the end of the row containing the project you wish to amend. This action will temporarily unlock the web pages for this project to allow for editing. Note: Amendments will be created using the same set of source documents that were used to create the existing RFP so all that the user will be edit is the original content that was entered into the wizard by the preparer.

Once the preparer has edited the project, go to the Save Amendment page to finalize. Here, the preparer can enter the starting page number of the amendment, the amendment

number (this will be appended to the original solicitation number entered into the wizard), as well as the ability to enter a comment regarding the amendment. This feature will prove useful when you may have multiple amendments for a single project.


**Figure 7-12: Save Amendment Page**

## 7.4 Project Information Page

***Project Fiscal Year:***

The value entered here should be the same as entered on the SF1442. This information is used for modifying the following pages: Cover Page, 00110 and 00111. Also used in Section 01012 Paragraph 3.7.1.6 to determine CAD System requirements.

***Project Location:***

This should be the location of the project. Example: Fort Riley, Kansas. The value entered here should be the same as entered on the SF1442. This is used in the Table of Contents and sections 00100, 00110, 00111, and 00120.

***Project Number:***

The value entered here should be the same as entered on the SF1442.

***Project Component:***

The word 'Army' is inserted automatically as a default entry. It may be changed as necessary for other Defense Agency projects.

***Project Title:***

The value entered here should be the same as entered on the SF1442. The modifies all documents (headers & footers), TOC, 00100, 00111, 00120

***Project Program Element:***

The Program Element number is a Department of Defense (DOD) classifier that identifies projects by their mission and purpose. HQDA provides this information, and HQUSACE (CEMP-MA) will make an appropriate entry.

***Project Description***:

Enter a Brief description of the project. This should be the same information that would be entered in Block 10 of SF1442. This information is also used in Section 00100.

***Solicitation Number:***

The solicitation number is use on all documents (headers & footers) as well as in Sections 00111 and 00120

***What type of solicitation?:***

This question is used to identity whether this is a Single Phase RFP or if it will be processed as a Two Phase RFP. Based on the radio button selected, either Section 00111 (single phase) or Sections 00110 and 00120 (two phase) will be included in the final RFP. This also modifies the Table of Contents accordingly.

***Is this an IDIQ contract?:***

This question is used to modify Sections 00800. If "Yes" paragraph 1.19 Bonding will be included in the final RFP.

***Is this a set aside for Small Business?:***

The answer to this question will modify Sections 00111 and 00120 accordingly.

# 7.5 District Information

## 7.5.1 General Information Tab

**District Issuing Contract:**

*District Name:* Enter the name of the District issuing the RFP. Please do not include "District" in the field. This information is used in Sections 00100, 00111, and 00120

*Mailing Address:* Enter the District Mailing address. Format should be as follows: 601 East 12th Street, Kansas City MO, 64106-2896. This is used in Section 00100.

*Phone Number:* Enter the District's main telephone number. If you do not want to list this in the RFP, simply enter "N/A". This is used in Section 00100.

*Website*: If you do not want to list this in the RFP, simply enter "N/A". This is used in Section 00100.

*Contracting Website:* If you do not want to list this in the RFP, simply enter "N/A". This is used in Section 00100.

**District Monitoring Construction:**

*Same as Above?:* If No is selected the following information will need to be provided. If YES, the information entered above for District Issuing Contract will be used.

*District Name:* Enter the name of the District issuing the RFP. Please do not include "District" in the field

*Mailing Address:* Enter mailing address. Format should be as follows: 601 East 12th Street, Kansas City MO, 64106-2896

*Website:* If you do not want to list this in the RFP, simply enter "N/A".

### 7.5.2 Contracting Personnel Tab

**Primary Contact for all Questions:**

Select the appropriate radio button next to the person who will be the primary contact for all questions regarding the RFP.

**Contracting Officer:**

The information below will be included as contact information in Section 00100 if the Radio Button next to it is selected.

Name:

Mailing Address:

Phone Number:

Fax Number:

E-Mail:

**Contract Specialist, Primary POC**

The information below will only be used as contact information in Section 00100 if the Radio Button next to it is selected.

Name:

Mailing Address:

Phone Number:

Fax Number:

E-Mail:

**Contract Specialist, Support POC**

The information below is used as additional contact information in Section 00100.

Name

Mailing Address:

Phone Number:

Fax Number:

E-Mail:

### 7.5.3 Goals Tab

**Subcontracting Plan/Goals:**

Here information on the District specific contracting goals is entered. This data is used in Section 00100.

## 7.6 Project Cost

**Estimated Design and Construction Cost:**

This is the “Not to Exceed” dollar amount. This is used in Section 00100. The value

entered here should be the same as entered on the SF1442.

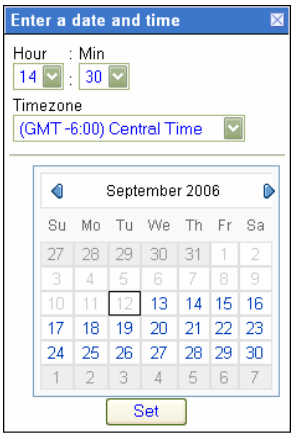
# 7.7 Proposal Information

## 7.7.1 General Information

**Proposal Submittal Date and Time:**

Enter Date and Time of the proposal will be due. This is done by selecting the calendar icon.

After selecting the icon, another dialog box will open to allow user to enter the information and will automatically format the Date and Time in the correct format. This information is used in Section 00100.




**Number of Submittals:**

Enter the number of copies of drawings and printed matter (Bound Volumes) that are required in additional to the one Original required. Enter numbers only please. Used in Section 00100

**Number of CDs:**

Enter the number of Compact Disks of drawings and printed matter (Bound Volumes) that are required. Enter numbers only please. Used in Section 00100

## 7.7.2 Pre-Proposal Conference

**Location:**

All used in Section 00100

*Building Name:*

If unknown enter TBD and information can be updated by amendment during Phase II

*Building Address:*

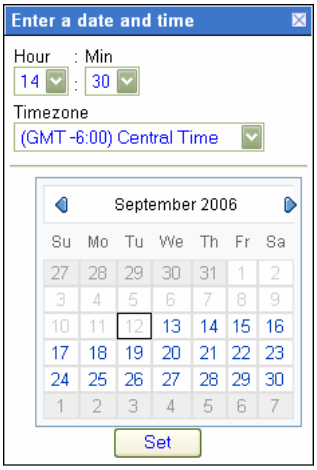
If unknown enter TBD and information can be updated by amendment during Phase II

*Phone Number:*

If unknown enter TBD and information can be updated by amendment during Phase II

*Date and Time:*

Enter Date and Time of the Pre-Proposal Conference will be held. If unknown in a Phase I, enter best guess. This can always be changed by amendment in Phase II. This is



done by selecting the calendar icon. 

After selecting the icon, another dialog box will open to allow user to enter the information and will automatically format the Date and Time in the correct format. This information is used in Section 00100.

**Point of Contact:**

Enter the information for the Point of Contact for questions regarding the Pre-Proposal Conference. All used in Section 00100

*Name:*

*Mailing Address:*

*Phone Number:*

*Fax Number:*

*E-Mail:*

**Questions and Comments:**

This is used in Section 00100

*Should be received no later than how many calendar days after pre-proposal conference:*

Enter the number of calendar days after the pre-proposal conference that all questions and/or comments should be received by the Primary Point of Contact, in order that they may be given consideration or actions taken prior to receipt of offers. Enter numbers only please. .

*The Bidder Key is:*

Enter the Bidder Inquiry Key required for access to the Bidder Inquiry System.

## 7.7.3 Additional Tab

**Stipend:**

*Is a Stipend part of the Contract?:*

If yes, please enter the dollar amount for the Stipend. If NO, no additional action is required. This information is used to modify Section 00120. *Remember, stipends are optional and must be approved by ACSIM. Programming and design funds are to be used for this purpose. Comply with USACE policy on use of stipends. Suggested amount is 50% or less of estimated cost to develop the design proposal.*

**Proposal Evaluation:**

*Max number of Phase 1 offers that can move onto Phase 2:*

Select the appropriate number by using the pull-down list. The only numbers allowed are “Three, Four or Five”. This is

only used when it is a Two Phase RFP to modify Section 00110.

**Key Personnel Evaluation:**

*Are Key Personnel Capabilities and Experience to be evaluated?*

If yes, use the pull-down list to select the State. This is used is used to modify Sections 00110 and 00111. *Remember, Key Personnel Capabilities and Experience are required for C type (single project award) contracts. This information would not be normally required for an ID/IQ Phase 1 evaluation, unless the facility type or project demands special expertise. Then, it could also be included in the phase 2 initial award competition. For other than a single award, C type contract for Tier 1 BCT facilities, it is at the option of the Project Delivery Team to evaluate Key Personnel; however, this is an effective Discriminator and is a recommended evaluation area by the Design-Build Institute of America.*

**Building Information Modeling**

*Is the use of BIM mandatory?*

This is used is used to modify Sections 00110 and 00111. *Remember, make the appropriate selection whether or not to make the use of Building Information Modeling (BIM) mandatory (it is mandatory for FY08 and later projects).*

### 7.7.4 Installation Preferences

This feature is used to identify certain betterments as desirable or preferred. Preferences here should be listed by priority, and cannot exceed 5 in number. Entering information here is not mandatory. This information is added to Paragraph 5.3.2.3 of Sections 00111 and 00120

Simply enter the desired text for the preference into the text area. Using the command bar above the text area, simply formatting may be used (See Figure 7-13: Installation Preferences). Currently the formatting allowed is as follows:

- Bold Text
- Italic Text
- Underline Text
- Numbering (one level only)
- Bullets (one level only)

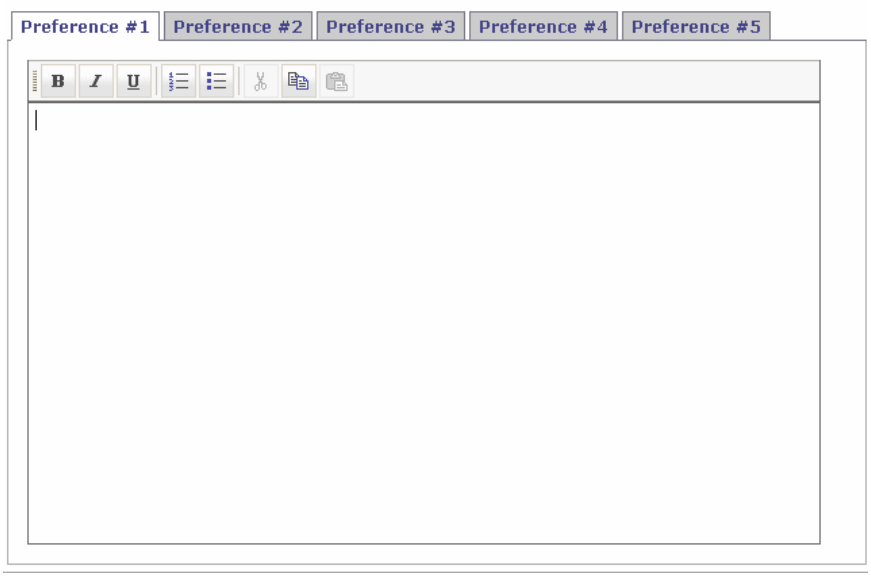



**Figure 7-13: Installation Preferences**

If you are cutting and pasting from an existing word document, there are a couple of additional steps which will be required to ensure that extra formatting is not included. If this process is not used, it may cause the final RFP to be corrupt and not output properly. Highlight the text you wish to paste from Word and select copy. Place the cursor in the wizard text dialog box and press CTRL-V.

> *Alternately you can place your cursor in the text dialog and select the "Paste" Button on the toolbar*.

After selecting Paste, the dialog below will display.

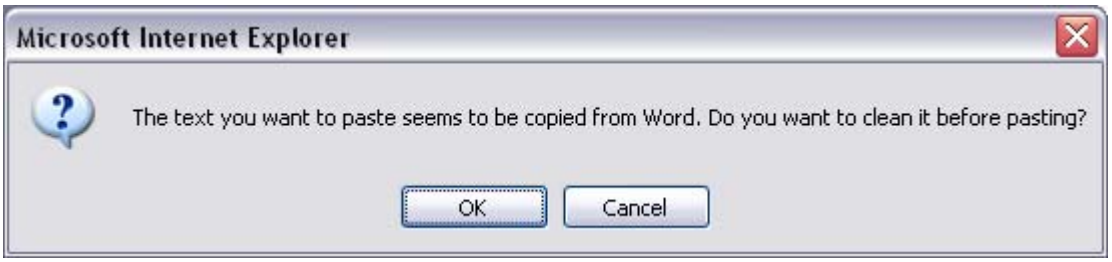



**Figure 7-14: Text from Word Warning**

Select "OK" to continue. This action will activate another dialog for you to "clean" the text before pasting it into the wizard.

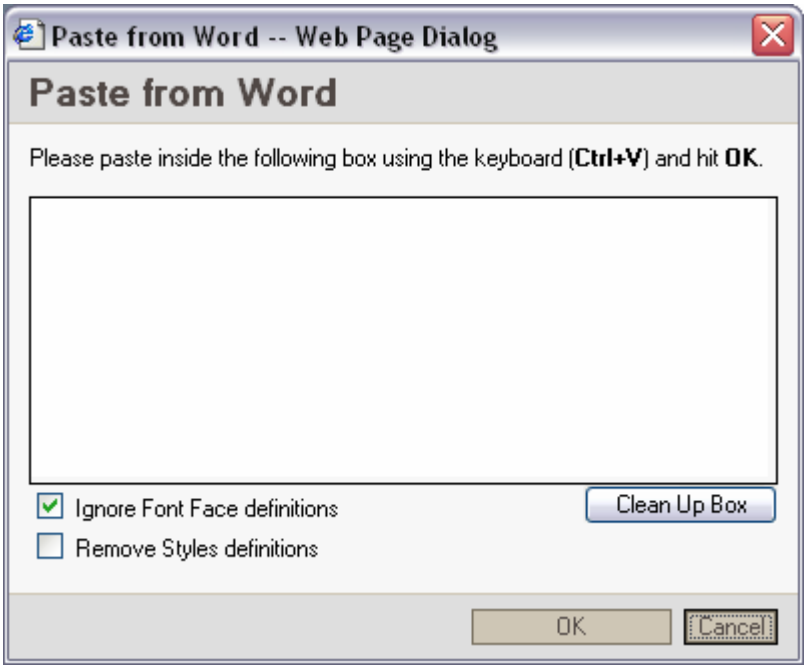



**Figure 7-15: Paste from Word Dialog**

Once you paste the text into this new dialog select both check boxes for ignoring and removing style definitions, and select "OK". This action will add the cleaned up text into the wizard. You will then be able to add the formatting styles that are permitted as indicated above.

***NOTE: The quickest way to avoid all these additional steps is to open your Word document into WordPad and cut/paste from that application. All windows computers have this software. It can be located under Accessories in the Programs menu.***

When finished, select "Continue" at the bottom of Preference #5 tab.

# 7.8 Contract Information

## 7.8.1 General Information Tab

**FedBizOpp Website:**

This information is used in Section 00100.

**Are Key Subcontractors going to be evaluated?:**

Select the appropriate Radio button which best describes the project. This information is used to edit Section 00120 evaluation factors.

*NOTE TO SPECIFIER: For ID/IQ contract format and/or Tier 2 facilities, key subcontractor subfactor is optional, but is generally recommended as a key discriminator.*

**Are all large business offerors to submit a small business plan?:**

Select the appropriate Radio button which best describes the project. This information is used to edit Paragraph 9.6.1 of Section 00120.

**Are one-on-one interim interview to be held?:**

Select the appropriate Radio button. If yes, enter the scheduled date, the full schedule and the location. Defaults for scheduled date and full schedule are "TBD – Will be furnished by amendment or letter". This information is used to edit Paragraph 9.7 of Section 00120.

*NOTE TO SPECIFIER: If the PDT determines that the use of one on one interim interviews prior to proposal receipts is desirable, subject to the contracting officer's approval, select "Yes"*

### 7.8.2 Site Safety Tab

Select the appropriate Radio button which best describes the project. This information is used to edit Section 0800 paragraph 1.18 Site Safety and Health Officer Requirements and Qualifications accordingly.

### 7.8.3 Partnering Tab

**Partnering:**

Fill in the information if the Government proposes to form a partnership that includes more then the Corps of Engineers, the Contractor, primary subcontractors and the designers. If not applicable, enter N/A. This information is used in Section 00800.

### 7.8.4 Additional Tab

**Will there be multiple major facility types included in this contract?:**

Select Yes or No. This will be used to add/remove text as necessary from Section 00120.

**Maximum performance duration allowed:**

Enter the number of Calendar days that the proposed contract duration is not to exceed. This is used in Section 00120 and is part of the evaluation criteria.

### 7.8.5 Specific Requirements Tab

**Installation Specific Contract Requirements:**

This is used in Section 00800. Section 00800 contains Special Contract Requirements (SCRs) that are included in every RFP. This page allows the user to also include any installation specific SCRs and any SCRs that are applicable to that particular District beneath the applicable clauses and SCRs from the Model. This section may be used to clarify or supplement other requirements of the RFP, but it shall not be used to modify, delete, or contradict any requirements throughout other sections of the Model RFP without the approval of the PEO. Do not include any design criteria or other information that is to be addressed in Section 001010 in this section.

To add additional requirements, simply select the 

button. A new dialog will display for data entry.

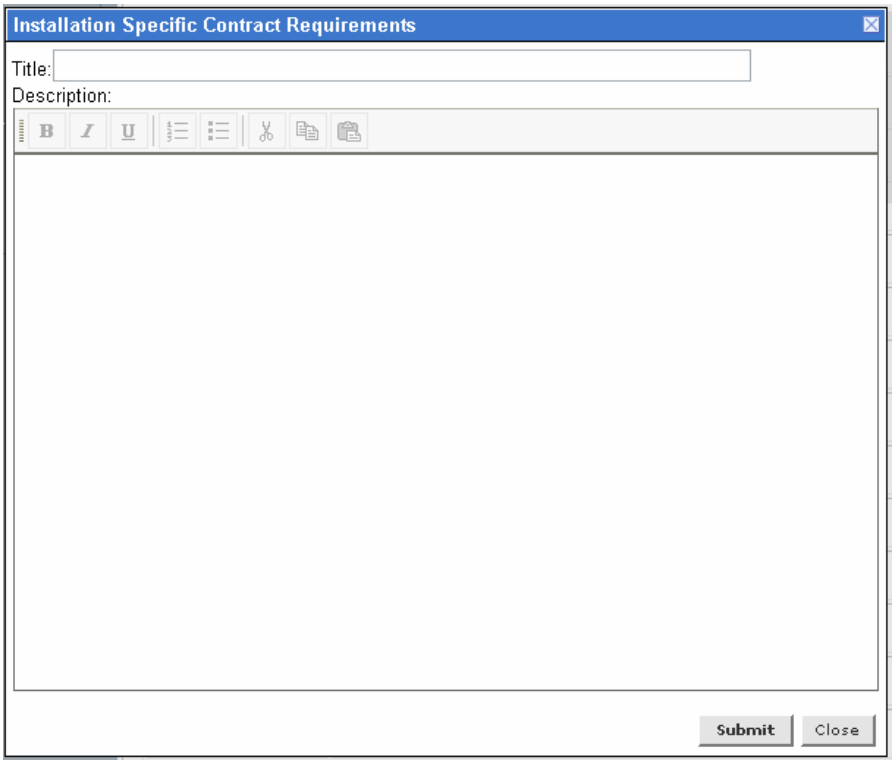



**Figure 7-16: Installation Specific Contract Requirements Dialog**

Simply enter a Title and then the content of the requirement. Each Title entered will be added to Section 00800's table of contents as well. When finished, select “submit” and you will return to the main specific requirements page. This dialog has the same formatting restrictions as the Installation Preferences Dialog described above.

To edit a requirement, select the requirement number hyperlink next to the title that you wish to modify. The dialog (Fig 7-10) will now display the content previously entered. Edit as necessary and select “submit” to save.

To delete a requirement already entered, click on the  next to the title you wish to delete. Next time you view the page, the requirement will not longer be in the list.

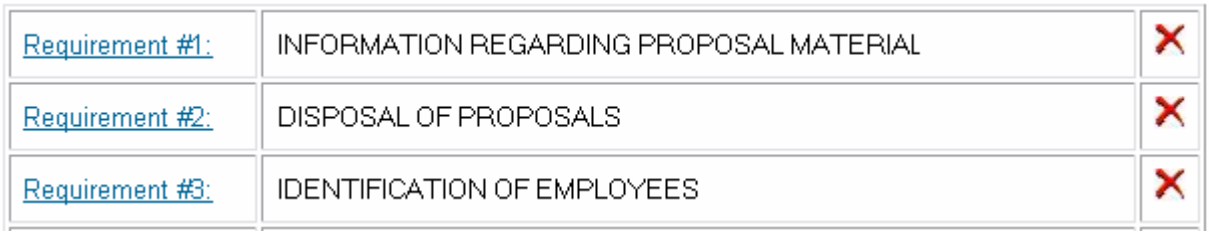



**Figure 7-17: Installation Specific Requirements Tab.**

## 7.9 Statement of Work – Facility Type

***Select a Facility Type***

Select the check box next to the facility type to be included in the project. More than one can be selected at a time. These selections will determine what pages will be displayed next. If "Unique Facility" is selected, enter the name of the facility when prompted. This is used to modify content in Sections 00110, 00111, and Paragraphs 1, 2, and 3 in Section 01010 (Scope of Work)

## 7.10 Statement of Work – Additional Requirements

***Additional Requirements***

Values will be used in Paragraph 2 of the Scope of Work (Section 01010)

***Approximate site area available (in acres):***

Value will be used in Paragraph 2 of the Scope of Work (Section 01010).

***Additional Government Furnished, Government Installed Equipment:***

Enter any additional information that is not already included in the following paragraph:

*"Coordinate with Government on GFGI item requirements and provide suitable structural support, brackets for projectors/VCRs/TVs, all utility connections and space with required clearances for all GFGI items. Include tables/cabinets/carts/etc. for GFGI equipment that is not freestanding in furniture design. All computers and related hardware, copiers, faxes, printers, video projectors, VCRs and TVs are GFGI. "*

The default for this field is "No Additional Requirements".

***Provide the following furniture and equipment as pare of this contract:***

Enter any additional information that is not already included in the following paragraph:

*"Provide furniture design for all spaces, including existing furniture and equipment to be re-used. Coordinate with the user to define requirements for furniture systems, movable furniture, equipment, existing items to be re-used, storage systems, etc. Early coordination of furniture schedule is required so the facility is complete and usable at turnover. Furniture procurement is not included in this contract."*

The default for this field is "No Additional Requirements".

***Is 50% Construction Waste Diversion economically feasible?:***

Select the appropriate Radio button. If not feasible, enter the maximum feasible diversion rate for the project. This information is used to modify Paragraph 5.12 of Section 01010.

## 7.11 Statement of Work – Facility Specific

These pages are determined based on the selection made on the Facility Type Page.

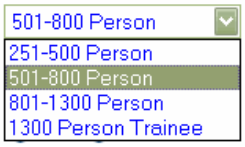
### 7.11.1 Unaccompanied Enlisted Personnel Housing (UEPH)

**Number of single personnel to be house is:**

Value will be used in Paragraph 2 of the Scope of Work (Section 01010).

## 7.11.2 Dining Facility (DF)

**Number of individual facilities needed:**




Select the appropriate from the pull-down menu. This information is used to modify data in Paragraph 2 of the Scope of Work.

**Maximum gross area:**

This is for informational purposes only. The value is determined based on the selection from the pull-down above. User cannot modify.

**Will the contractor be providing the furniture as part of this contract?:**

The answer to this question will modify text in Section 00111 and 00120.

## 7.11.3 Brigade Headquarters (BDE)

**Select the Brigade type that is part of your project:**

Selection determines content of 01010 Paragraph 2 and 3. Also based on selection one of the following may occur:

1. If BCT is selected, the user will then be asked to enter Battalion specific information. See Battalion Headquarters (BN).

2. If any of the others were selected, then the user will continue to the Project Specific page.

**Maximum gross area:**

This is for informational purposes only. The value is determined based on the selection above. User cannot modify.

## 7.11.4 Battalion Headquarters (BN)

**Enter the type of Battalion and the number of personnel**

Information entered modifies content of 01010 Paragraph 2 and 3.

If COF was also selected on the Facility Type page, the user will be directed to an additional page. The page will ask if there are any circumstances that would prevent the use of a consolidated Battalion/COFs facility. If Yes is selected, the District MUST contact the COF center of standardization.

## 7.11.5 Company Operations Facility (COF)

**Is the Company Operations Facility (COF) in your project?**

Select the radio button for whether the COF is 1 or 2 companies or Battalion base.

If 3 or more Companies (Battalion based) is selected, additional information will need to be addressed. Select the radio button next to the appropriate statement which relates to the facility's site conditions.

### 7.11.5.1 COF – Company Strength

**For each Battalion enter the number of companies in each:**

If the Battalion information (See Battalion Headquarters) has already been entered, the Battalion Type fields will already be populated.

#### 7.11.5.2 COF – Personnel

Content of page is determined on information entered on COF-Strength page.

**For each Battalion, enter the strength of each company and the male/female ratio.**

Information entered here and on previous pages modifies content of 01010 Paragraph 2 and 3.

#### 7.11.5.3 COF – Variables

Content of page is determined on information entered on COF-Strength page. Information entered here and on previous pages modifies content of 01010 Paragraph 2 and 3.

### 7.11.6 Tactical Equipment Maintenance Facility (TEMF)

Information entered here and on previous pages modifies content of 01010 Paragraph 2 and 3.

**Enter the total number of Battalion to be supported:**

Select number from the pull-down menu..

**Enter the TEMF data for each battalion:**

*Battalion Name*: Enter the battalion name. If information has already been entered previously for Battalion's this field will already be populated.

*TEMF Size*: Select the size of the TEMF from the pull-down menu

*Number of Tactical Vehicles to be accommodated:*

*Organization vehicle parking*: Enter size of parking in square yards.

*Organizational storage*: Enter the size of storage required in square feet.

*Distribution company storage*: Select the check box if this is required.

*UAV maintenance and storage*: Select the check box if this is required.

*POL vehicle parking*: Select the check box if this is required.

*Secure Open Storage*: Select the check box if this is required.

### 7.11.7 Unique Facility

This page allows users to upload facility Scope and Functional/Criteria Requirements for facilities not already developed in the Model RFP format.

To upload the documents, simply select the Radio Button next to the section you are going to upload. Select the "Browse" button to locate the file on your computer. Once selected, click the "Upload" button in the middle of the page, to attach the file. Repeat this process for each section.

*Once complete, hit "Continue" at the bottom of the page to save your data.*

## 7.12 Project Main

See 6.9 above for more information.

Use the links on the page to go to the section you would like to enter information. When finished on that page, click "Continue" at the bottom of that page and you will be re-directed back to this page. Alternately you can select the next section you would like to work on via the navigation tree on the left side of the page.

These pages have the same formatting restrictions as the Installation Preferences Dialog described above.

When finished, select "Continue" and the bottom of the Project Main page and you will continue on through the wizard.

## 7.13 Submittal Requirements

### 7.13.1 CADD System Tab

**Files should be fully compatible with:**

Select which software submittal drawings should be compatible. This is used to modify text with Section 01012.

**BIM files should be fully compatible with:**

Select which software submittal drawings should be compatible. This is used to modify text with Section 01012. *NOTE: This option will only show for projects who's fiscal year is FY08 and beyond.*

### 7.13.2 Distribution and Quantities Tab

Edit the Table to suit specific project requirements. Ensure that the numbers of copies required are minimized and that every attempt be made to establish electronic submittal of information, whether CD-ROM based or WEB based as the submission media of choice.

**How many different addresses shall the submittal be mailed to?:**

This information is used to modify section 01012. It will indicate that the Government will furnish the Contractor addresses where each copy shall be mailed to after award of the contract.

### 7.13.3 SID Submittals Tab

Used to modify Attachment A & B in Section 01012.

**Presentation Format:**

If the presentation is required in a particular format enter the information in the text box provided, provide the format in an Appendix or provide a website with format.

**Interior Finish Color Boards:**

Delete items from this list as required by the project by removing the check mark next to the item. Add additional submittal requirements in the text box provided.

**Exterior Finish Color Boards:**

Delete items from this list as required by the project by removing the check mark next to the item. Add additional submittal requirements in the text box provided.

### 7.13.4 Furnishings Tab

Used to modify Attachment B in Section 01012.

**Will the government be providing furnishings for the facility?:**

The answer to this question will either keep or delete the following from Attachment B.

*"9.0 Itemized Furniture Cost Estimate*

*Provide itemized furniture cost estimate to list all furnishings and indicate quantities, unit costs and totals. Prepare and submit for approval the order data sheets for 100% submittal. "*

## 7.14 Construction Requirements

### 7.14.1 Environmental Tab

This page is used to allow the preparer to enter any additional environmental issues that needs to be identified. This information is then included at the end of Section 01355A.

- Identify all existing hazardous materials or state that the report is in an appendix to the RFP. Specify the performance requirements for removal and/or abatement. If quantities are uncertain, the Clin Schedule should include unit priced items to avoid unreasonable contingencies in the proposed price.

- Identify permit authorities for any required permits, E.G water or sewer, stormwater, NPDES, etc. Define the responsible parties for preparing, submitting, signing and cost of the permits

- The responsible permitting authority requires a designer registered in that state, specify that the permit preparer must be registered and qualified and also cite this as a requirement in sections 00110 "Proposal Submission Requirements" and 00120 "Evaluation Criteria and Basis of Award"

### 7.14.2 Quality Control Tab

The information entered on this page is used in Section 01451A

### 7.14.3 Government Field Office Tab

The information entered on this page is used in Section 01500A

**Is the contractor to provide an office for the Government Resident Engineer?**

The answer to this question will either keep or delete the following from section 01500. Also, if "Yes" is selected, additional information will be required to be entered by the preparer.

> *"1.6 GOVERNMENT FIELD OFFICE*
>
> *1.6.1 Resident Engineer's Office*
>
> *The Contractor shall provide the Government Resident Engineer with an office, approximately [OFFICE_AREA] square feet in floor area, co-located on the project site with the Contractor's office and providing space heat, air conditioning, electric light and power, and toilet facilities consisting of one lavatory and one water closet complete with connections to water and sewer mains. A mail slot in the door or a lockable mail box mounted on the surface of the door shall be provided. At completion of the project, the office shall remain the property of the Contractor and shall be removed from the site. Utilities shall be connected and disconnected in accordance with local codes and to the satisfaction of the Contracting Officer.*
>
> *1.6.2 Trailer-Type Mobile Office*
>
> *The Contractor may, at its option, furnish and maintain a trailer-type mobile office acceptable to the Contracting Officer and providing as a minimum the facilities specified above. The trailer shall be securely anchored to the ground at all four corners to guard against movement during high winds. "*

## 7.15 Adding Appendices

### 7.15.1 Standard Appendices

By default, the wizard will add all the above appendices. Appendix K and L have standard content provided by the MT Team. All other will be considered "not used" unless replace by the preparer as follows: Select the Radio Button next to the appendix you wish to upload and then select the "Browse" button to locate the file on the local machine. Once selected, click the "Upload" button in the middle of the page to attach the file. This action will replace the "Not Used" version of the appendix with the project specific content. (See Replace Standard Appendix below) If the prepare does not plan to have an Appendix F Photos of Surrounding Buildings, nothing is required to be done.

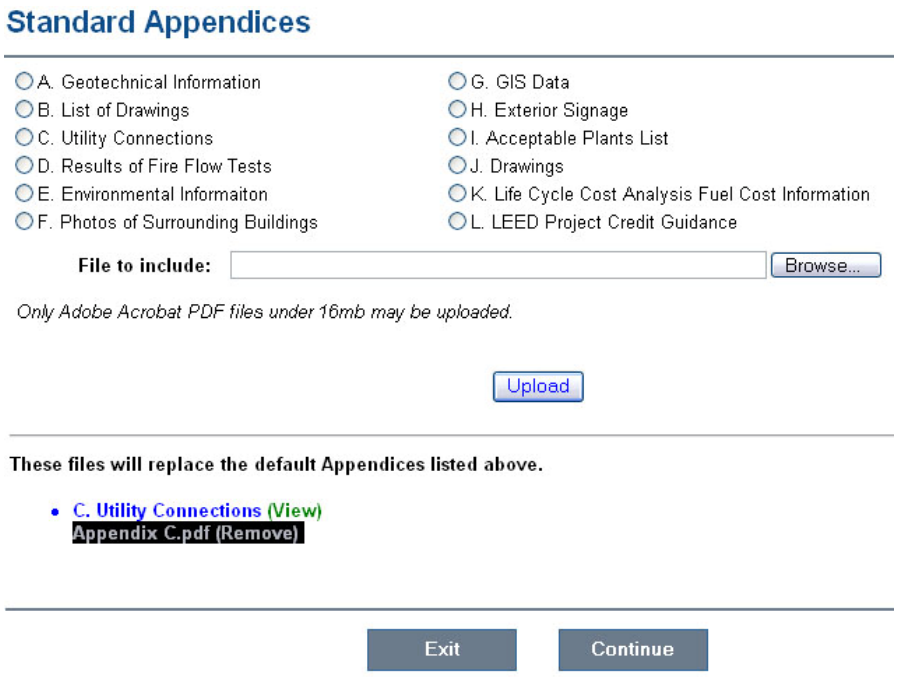



**Figure 7-18: Replace Standard Appendix**

| | |
|---|---|
| Appendix A | Geo technical Information |
| Appendix B | List of Drawings |
| Appendix C | Utility Connections |
| Appendix D | Results of Fire Flow Tests |
| Appendix E | Environmental Information |
| Appendix F | Photos of surrounding buildings |
| Appendix G | GIS Data |
| Appendix H | Exterior Signage |
| Appendix I | Acceptable Plants List |
| Appendix J | Drawings |
| Appendix K | Life Cycle Cost Analysis Fuel Cost Information |
| Appendix L | LEED Project Credit Guidance |

*Note: Appendix K is a PDF form which the user needs to download, fill out the appropriate information and then upload back to the wizard. Also Appendix L is standard and cannot be replaced by the preparer.*

### 7.15.2 User-Defined Appendices

In addition, the wizard provides the ability to upload non-standard or user-defined appendices that are unique to each project.

The preparer simply needs to enter the Title and then select the “Browse” button to locate the file on their machine. Once selected, click the “Upload” button in the middle of the page, to attach the file.

Keep in mind when entering the title; enter it how you would like it to be displayed in the Table of Contents of the RFP.

*Once complete, hit “Continue” at the bottom of the page to save your data*

## 7.16 Validation Report

The purpose of the validation report is to let the users know where information in the RFP is missing. To ensure a valid and complete RFP, please review these pages before creating the final RFP.

## 7.17 View/Download RFP

On this page the user can either view the document in draft form or if the document is complete, they can “Lock and Finalize” the project. If a project has already be locked and finalized, a link will display on the page to download the file.

### 7.17.1 View RFP

There are three (3) types of downloads for reviewing the project. Each review document will contain RED text to show the most recent revisions to the document as well as have a DRAFT watermark on each page. Select the Radio Button next to the type of output you are looking for.

- When the “Complete RFP” is selected and the 

button is selected, the entire RFP will be processed as a PDF file for saving to your local hard-drive.

- When the “Phase 1 Documents Only” is selected and the 

button is selected, a File Download dialog box will open asking whether to Open or Save the file. The Phase 1 documents included are Sections 00100 through 00800 and are produced in Rich Text format which will allow for the cutting/pasting of the information into the SPS system.

- When the “Phase II Documents Only” is selected and the 

button is selected, the back end sections of the RFP will be processed as a Secure PDF file for saving to your local hard-drive. The sections included in this are Sections 01010 through 01780 as well as all Appendices.

### 7.17.2 Lock and Finalize

The purpose of Lock and Finalize is to lock the project so that no further changes are allowed. It generates and saves the final document in non-draft format (no RED text or Draft watermark) and saves the project to the database. This should only be done when the project has all information included and is ready to “Hit the streets”. Once a project is "locked", the web pages associated to those documents will become locked as well. User will still be able to view the pages, but no changes will be allowed.

A process for generating Amendments of the solicitation is being developed and will be available by 13 April 07.

Select the Radio Button next to the section you wish to lock and press the “Lock and Finalize” button. Remember “Lock Front” includes the documents that will be input into SPS (00100 through 00800) and will be saved in Rich Text format. “Lock End” will save the remaining sections (01010 through 01780) in PDF format for distribution.

It is possible to get a project “Unlocked”. See Manage Projects above for more information

# 8.0 Change Instructions

## 8.1 Proposed Changes to the Model RFP

As the MILCON transformation process evolves, we recognize that changes to the Model RFP may be necessary, either to correct errors or inconsistencies or to incorporate lessons-learned. We have established a process to accomplish this using existing USACE AIS. The ProjNet system will be used to initiate, track, resolve and incorporate such changes throughout the life of a project. Under no circumstances shall the Preparer alter the Model RFP except to insert information where permitted or to communicate project-specific information. The attached flowchart shows the process that will be used to address all proposed changes.

## 8.2 Requested Deviations to the Model RFP

A deviation is a project specific change to a non-editable part of the model RFP. It is important to keep deviations to an absolute minimum; however, where deemed important, all deviations must be reviewed and approved by the PEO prior to incorporation into the RFP. All deviations are considered to be user-requested changes. As with proposed changes, we have established a process to accomplish this using existing procedures and USACE AIS. Concurrent with processing user-requested changes in accordance with procedures defined in AR 415-15, Appendix M, the ProjNet system will also be used to initiate, track, and approve deviations. Under no circumstances shall the preparer deviate from the Model RFP prior to approval from the PEO. The attached flowchart shows the process that will be used to address all proposed deviations.

## 8.3 Components of ProjNet

MILCON Transformation Portal – contains Model RFP documents and changes, links to comment/feedback systems, program guidance, and relevant documents for use on all MILCON Transformation projects. All information contained in this portal is viewable by all registered users of ProjNet.

Criteria Change Request (CCR) – this is the mechanism for anyone to input a proposed change to the Model RFP. The request will be automatically forwarded to the appropriate member of the PEO for evaluation and resolution and will not be open for public viewing. Requests submitted in this manner will not be visible until resolution is posted in a portal document or in DQLL. The Model RFP documents are broken down in the following manner within ProjNet for purposes of entering CCRs.

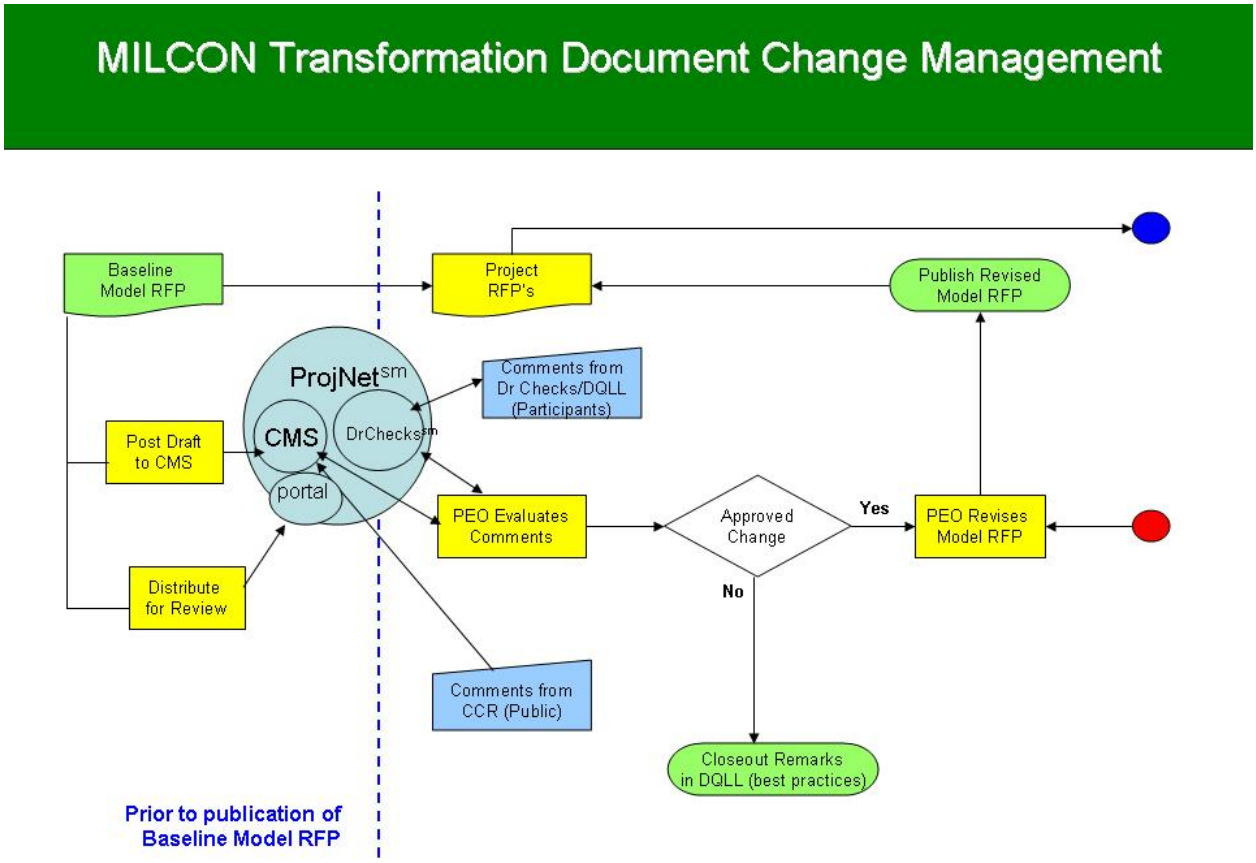
| MT-GENERAL |
|---|
| 00000 TABLE OF CONTENTS |
| 00001-MT IMPLEMENTATION GUIDE |
| 00002-MT EVALUATION GUIDE |
| 00003-MT FIELD EXECUTION GUIDE |
| 00004-MT SOURCE SELECTION PLAN TEMPLATE |
| 00005-MT SUMMARY OF REVISIONS |

| MT-FRONT-END |
| --- |
| 00010 SF1442 |
| 00011 CLIN SCHEDULE |
| 00100 INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS |
| 00110 PHASE 1 OF 2 PHASE DESIGN-BUILD SELECTION PROCEDURES |
| 00111 ONE STEP - -BEST VALUE, DESIGN BUILD |
| 00120 PHASE 2 DESIGN-BUILD SELECTION PROCEDURES AND BASIS OF AWARD |
| 00600/00700 FAR Matrix |
| 00800 SPECIAL CONTRACT REQUIREMENTS |
| **MT-SCOPE-GENERAL** |
| 01010 PAR 1 - PROJECT OBJECTIVES |
| 01010 PAR 2 - SCOPE |
| 01010 PAR 4 - APPLICABLE CRITERIA |
| 01010 PAR 5 - GENERAL TECHNICAL REQUIREMENTS |
| 01010 PAR 6 - PROJECT SPECIFIC REQUIREMENTS |
| **MT-SCOPE-UEPH** |
| 01010 PAR 3 - UNACCOMPANIED ENLISTED PERSONNEL HOUSING (UEPH) |
| **MT-SCOPE-BN-BDE** |
| 01010 PAR 3 - BRIGADE AND BATTALION HEADQUARTERS |
| **MT-SCOPE-COF** |
| 01010 PAR 3 - COMPANY OPERATIONS FACILITY (COF) |
| **MT-SCOPE-EPDF** |
| 01010 PAR 3 - DINING FACILITY (EPDF) |
| **MT-SCOPE-TEMF** |
| 01010 PAR 3 - TACTICAL EQUIPMENT MAINTENANCE FACILITY (TEMF) |
| **MT-BACK-END** |
| 01012 DESIGN AFTER AWARD |
| 01312A QUALITY CONTROL SYSTEM (QCS) |
| 01320A PROJECT SCHEDULE |
| 01330 SUBMITTAL PROCEDURES |
| 01355A ENVIRONMENTAL PROTECTION |
| 01451A CONTRACTOR QUALITY CONTROL |
| 01500A TEMORARY CONSTRUCTION FACILITIES |
| 01670 RECYCLED/RECOVERED MATERIAL |

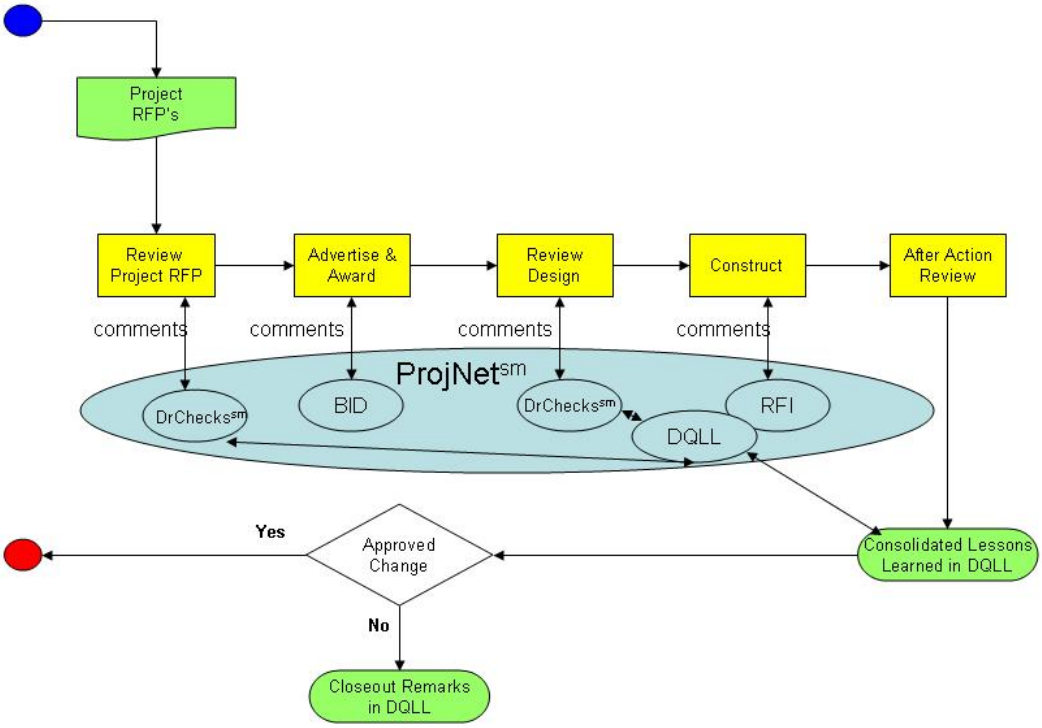
Dr. Checks – this is the system to be used for all participants in the design review processes – both for the RFP and for the design after award. Proposed changes that arise during either of these project activities can be forwarded to the PEO by clicking “Yes” on j. Lessons Learned. The action and resolution of the change will be captured in DQLL.

Design Quality Lessons Learned (DQLL) – this section will capture all changes generated during the design review process. In addition, proposed changes may be input directly into the DQLL system. All information contained in DQLL is viewable by all registered users of ProjNet.

Bidder Inquiry System – this system is optional but may be used to capture questions from Offerors during the proposal period. Like the CCR, this system is not open for public viewing. Requests submitted in this manner will not be visible until resolution is posted in a portal document or in DQLL.



# Post-Award Change Management



# 9.0 ACRONYMS

| | |
|---|---|
| EPDF | Enlisted Personnel Dining Facility |
| AA&E | Arms, Ammunition & Explosives |
| AABC | Associated Air Balance Council |
| AABC | Associated Air balance Council |
| AAMA | American Architectural Manufacturers Association |
| AASHTO | American Association of State Highway and Transportation Council |
| ABMA | American Boiler Manufacturers Association |
| ACASS | Architect - Engineer Contractor Appraisal Support System |
| ACSIM | Assistant Chief of Staff for Installation Management |
| ADA | Americans with Disabilities Act |
| ADA | American with Disabilities Act |
| ADAAG | ADA Accessibility Guidelines |
| AE | Architect Engineer |
| AFARS | Army Federal Acquisition Regulation Supplement |
| AFBMA | American Bearing Manufacturers Association |
| AIS | Automated Information Systems |
| AMCA | Air Movement and Control Association |
| AMRL | AASHTO Materials Reference Library |
| ANSI | American National Standards Institute |
| ARI | Air Conditioning and Refrigeration Institute |
| ASA(I&E) | Assistant Secretary of the Army for Installation and Environment |
| ASCE | American Society of Civil Engineers |
| ASHRAE | American Society of Heating, Refrigerating and Air Conditioning Engineers |
| ASM | Acquisition Strategy Meeting |
| ASME | American Society of Mechanical Engineers International |
| ATFP | Anti-Terrorism Force Protection |
| AWI | American Woodwork Institute |
| AWWA | American Water Works Association |
| BAS | Building Automation System |
| BCS | Building Cabling System |
| BCT | Brigade Combat Team |
| BDE | Brigade Headquarters |
| BHMA | Builders Hardware Manufacturers Association |
| BICSI | Building Industry Consulting Service International |
| BIM | Building Information Model |
| BMP | Best Management Practices |
| BN | Battalion Headquarters |
| BOD | Beneficial Occupancy Date |
| BRAC | Base Realignment and Closure |
| CADD | Computer Aided Design & Drafting |
| CBR | California Bearing Ratio |
| CCASS | Corps of Engineers Construction Contractor Appraisal Support System |
| CCR | Criteria Change Request |

| | |
|---|---|
| CCRL | Concrete and Cement Reference Laboratory |
| CECC | Headquarters USACE Office of Counsel |
| CFR | Code of Federal Regulations |
| CFR | Code of Federal Regulations |
| CID | Comprehensive Interior Design |
| CLIN | Contract Line Item Number |
| COF | Company Operations Facility |
| COS | Center of Standardization |
| CPM | Critical Path Method |
| CQC | Contractor Quality Control |
| CQC | Contractor Quality Control |
| CR | Conformance Review |
| CRI | Color Rendering Index |
| DA | Designer of Record Approved |
| DB | Design Build |
| DCAA | Defense Contract Audit Agency |
| DCM | Design Configuration Management |
| DDC | Direct Digital Control |
| DFAC | Dining Facility |
| DFARS | Defense Federal Acquisition Regulation Supplement |
| DOD | Department of Defense |
| DODISS | Department of Defense Index of Specifications and Standards |
| DODSSP | DOD Single Stock Point |
| DOIM | Directorate/Director of Information Management |
| DOR | Designer of Record |
| DQC | Design Quality Control |
| DQLL | Design Quality Lessons Learned |
| DUNS | Data Universal Numbering System |
| EA | Environmental Assessment |
| EIA | Electronic Industries Association |
| EIS | Environmental Impact Statement |
| FAR | Federal Acquisition Regulations |
| FF&E | Furniture, Fixtures, & Equipment |
| FHWA | Federal Highway Administration |
| FPI | Federal Prison Industries |
| GA | Government Approved |
| GFGI | Government Furnished Government Installed Equipment |
| GSA | Government Services Administration |
| HQ | Headquarters |
| HTRW | Hazardous, Toxic, and Radiological Waste |
| HUBZONE | Hub Zone Business |
| HWH | Hot Water Heater |
| IBC | International Building Code |
| ICC | International Code Council |
| ID/IQ | Indefinite Delivery / Indefinite Quality |
| IEEE | Institute of Electrical Engineers Inc. |

| | |
|---|---|
| IESNA | Illuminating Engineering Society of North America |
| IESNA | Illumination Engineering Society of North America |
| IFC | Industry Foundation Classes |
| IFGC | International Fuel Gas Code |
| IMA | Installation Management Agency |
| IMC | International Mechanical Code |
| INF | Intermediate-Range Nuclear Forces |
| IPC | International Plumbing Code |
| IPMC | Installation Pest Management Coordinator |
| IRC | International Residential Code |
| ITR | Independent Technical Review |
| KO | Contracting Officer |
| LEED | Leadership in Energy and Environmental Design |
| LNS | LonWorks Network Services |
| M&V | Measurement and Verification |
| MFG | Manufacturers Name |
| MSDS | Material Safety Data Sheets |
| NACE | National Association of Corrosion engineers International |
| NAICS | North American Industry Classification System |
| NAS | Network Analysis |
| NCEES | National Council of Examiners for Engineers and Surveys |
| NCI | Network Configuration Inputs |
| NEBB | National Environmental Balancing Bureau |
| NEMA | National Electrical Manufacturers Association |
| NEPA | National Environmental Policy Act |
| NFPA | National Fire Protection Association |
| NTP | Notice to Proceed |
| O&M | Operation & Maintenance |
| OSHA | Occupational Safety and Health Administration |
| OSP | Outside Plant |
| PARC | Principal Assistant Responsible for Contracting |
| PDI | Plumbing and Drainage Institute |
| PDM | Precedence Diagram Method |
| PDT | Project Development Team |
| PEO | Program Executive Office |
| PM | Project Manager |
| POC | Point of Contact |
| POV | Privately Owned Vehicles |
| PRB | Post Retirement BenefitsProject Review Board |
| PSMH | Pulse Start Metal-Halide |
| PVT | Performance Verification Test |
| QC | Quality Control |
| QCS | Quality Control System |
| RFP | Request for Proposals |
| RMS | Resident Management System |
| SB (?) | Small Business |

| | |
|---|---|
| SCPT | Standard Configuration Parameter Types |
| SCR | Special Contract Requirement |
| SCR | Special Contract Requirement |
| SD | Submittal Descriptions |
| SDB | Small Disadvantaged Business |
| SDEF | Standard Data Exchange Format |
| SDI | Sheet Door Institute |
| SEDI | Statement of Energy Design Intent |
| SF | Standard Form |
| SI | International System of Units |
| SID | Structural Interior Design |
| SMACNA | Sheet Metal and Air Conditioning Contractors National Association |
| SNVT | Standard Network Variable Types |
| SOW | Statement of Work |
| SSA | Source Selection Authority |
| SSEB | Source Selection Evaluation Board |
| STC | Sound Transmission Coefficient |
| SVOSB (?) | Service-Disabled Veteran Owned Small Business |
| SWPPP | Storm Water Pollution Prevention Plan |
| TAB | Testing and Air Balance |
| TABB | Testing and Balancing Bureau |
| TEMF | Tactical Equipment Maintenance Facility |
| UCPT | User Defined Configuration Parameter Types |
| UEPH | Unaccompanied Enlisted Personal Housing |
| UFAS | Uniform Federal Accessibility Standards |
| UFC | Unified Facilities Criteria |
| UL | Underwriters Laboratories |
| UMCS | Utility Monitoring and Control System |
| USACE | U.S. Army Corps Of Engineers |
| USGBC | U.S. Green Building Council |
| USAISEC-FDED | U.S. Army Information Systems Engineering Command - Fort Detrick Engineering Directorate |
| VECP | Value Engineering Change Proposal |
| WAN | Wide Area Network System |
| WBS | Work Breakdown Structure |
| WOSB | Woman Owned Small Business |